



Adopted Budget
Fiscal Year
22-23

COVINA *California*

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FY 2022/23 Adopted Budget

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Principal Officials

FY 2022/23 Adopted Budget

Elected Officials

Mayor:

Patricia Cortez

Mayor Pro Tem:

Walter Allen, III

Council Member:

Victor Linares

Council Member:

John C. King

Council Member:

Hector Delgado

City Treasurer:

Neil Polzin

City Clerk:

Andrew Aleman

Administrative Staff

City Manager

Christopher Marcarello

City Attorney *

Richards, Watson & Gershon

Police Chief

David Povero

Administrative Services Director

Anita Agramonte

Fire Chief **

Anthony C. Marrone

Public Works Director

Andy Bullington

Community Development Director

Brian K. Lee

Parks and Recreation & Library Director

Lisa Evans

* Appointed By City Council

** Appointed by Los Angeles County Fire District



MISSION STATEMENT

The City of Covina is dedicated to being a vibrant hometown for the future, embracing our tradition as an exceptional place to live, work, play and invest.

VISION STATEMENT

The City of Covina is a vibrant, safe, responsive community where residents enjoy an exceptional quality of life and businesses thrive.

CITY SLOGAN

Covina – A hometown for the future

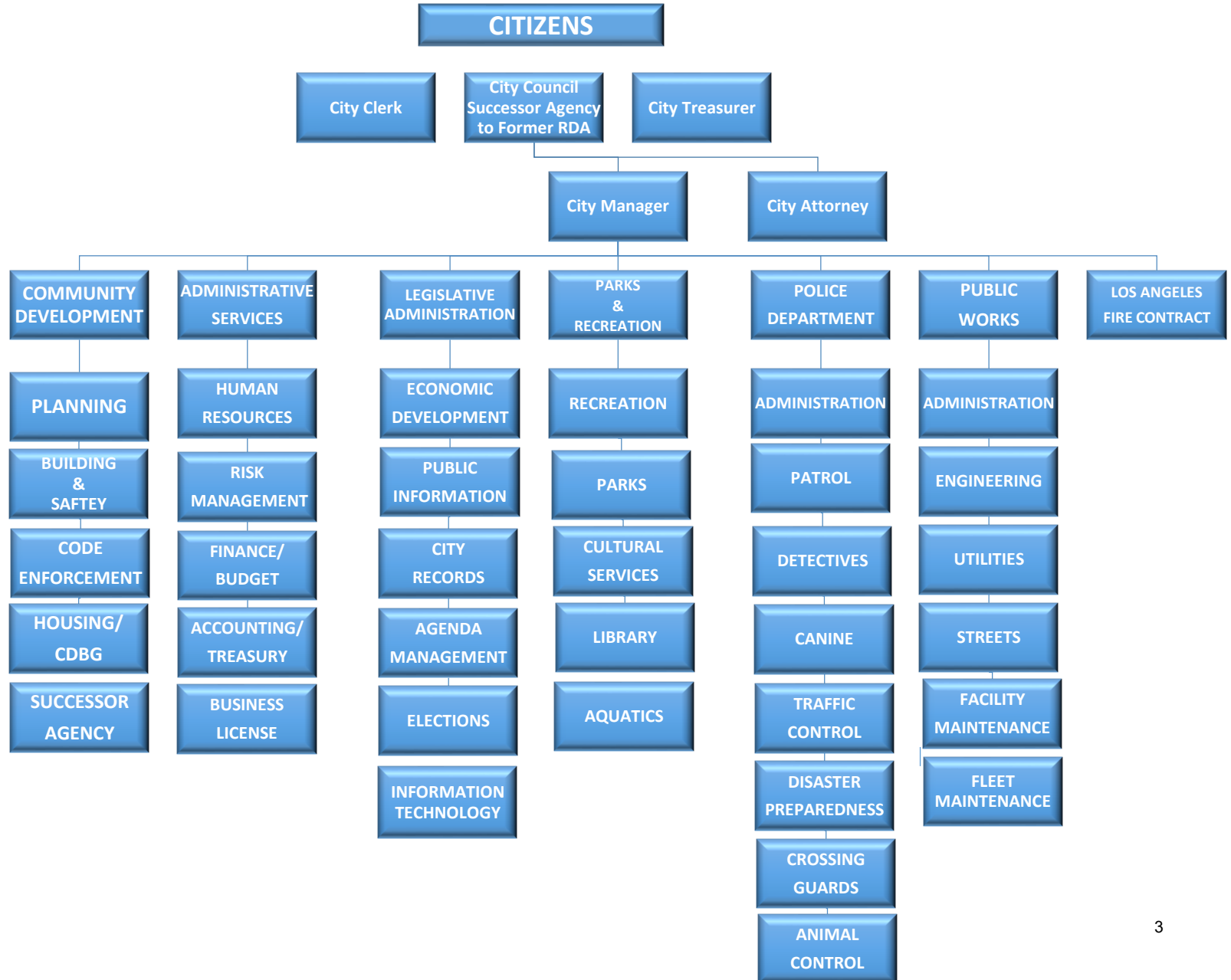
CORE VALUES

*Exemplary Customer Service
Ethics and Integrity
Dedication
Diversity*

*Teamwork
Leadership and Vision
Open Communication
Unity*



**CITY OF COVINA
ORGANIZATIONAL CHART
FISCAL YEAR 2022-2023**



CITY OF COVINA
List of Funds

General Fund

1010 General Fund
1050 Payroll Agency
1060 Special General Fund
1095 Emergency Reserve

Special Revenue Funds (Restricted Use)

2020 Low Mod Housing Asset Fund
2025 Housing Bond Proceeds 04 Priva
2051 LMIH Project Area 1
2052 LMIH Project Area 2
2053 2002 Bond-Public Area 1
2055 2004 Bond-Private
2100 Community Development Block Gr
2103 Housing Program Administration
2105 Community Dev Block Grant - AR
2120 EDI Grant McGill St
2130 Supp Housing Program Grant McG
2140 Homeless Grant
2185 Building Equipment Reserve
2188 Community Improvement
2189 Heritage Tree Preservation
2200 Police Evidence Reserve
2205 Inmate Communication
2210 Red Light Camera Program
2221 Federal Treasury Narcotics
2222 Federal Justice Narcotic Seizu
2227 Local Narcotic Seizure
2228 Local 15% Narcotic Seizure
2230 Other State Grants
2246 Supplemental Law
2270 Other Federal Grants
2271 Justice Assistance Grant
2272 Justice Assistance Grant - ARR
2278 Homeland Security Grant
2285 COPS Grant
2290 Traffic Safety Fund
2300 State Gas Tax
2303 Traffic Congestion Relief Fund
2310 Road Maintenance & Rehab
2360 CA-Strong Motion Instrumentati
2365 SB1186 Fund
2370 CA-Green Building Standards
2400 Proposition A
2405 Proposition C
2407 TDA
2410 Measure R
2420 Measure M
2500 Air Quality Improvement
2510 Measure W
2520 DOC Beverage Container Grant
2530 Oil Payment Program
2540 Energy Efficiency/Conserv-ARRA
2600 Cultural Arts
2604 Quimby Fees
2700 Municipal Parking District
2710 Street Lighting Assessment Dis
2720 Street Trees and Landscaping
2740 Community Facilities District
2750 Shoppers Lane Parking District
2800 Literacy Grant
2807 Workforce Act
2810 Library Equipment Reserve
2820 Library Other Federal Grants
2830 Other Library Grants
2890 Public Education in Government
2900 General Donation

Special Revenue Funds (Restricted Use) Continued

2920 Public Safety Donation
2921 Police Memorial Fund
2922 DARE Donation Admin
2923 Canine Unit Donations
2926 Gang & Graffiti Donation
2927 Police Explorer Donation
2928 Operation Full Throttle Donatn
2930 Gang/Graffiti Scholarship Fund
2931 Every 15 Minutes Admin
2940 Pub Wrks Admin Donations
2950 Lions Club Pavilion
2957 Playground Equip Replace Donat
2958 Teen Program Fundraising
2959 Covina Park Plunge Donations
2960 Parks & Recreation Donations
2961 Vietnam Wall Memorial Fund
2963 Joslyn Foundation Donation
2965 Youth Program Donations
2966 Youth Sports Equip Donation
2967 Volunteen Web Berger Grant
2968 Senior Fundraising Donations
2969 Grandmothers Club Donations
2970 Library Services-Donation
2971 Lib Book Donation
2972 Library Services-IT Donation
2973 Gates Donation Fund
2975 Lib Services-Literacy Donation
2976 Joseph J Borrello Memorial
2980 Miscellaneous Grants
2990 ARPA

Capital Projects

4010 General CIP
4050 Development Project Deposit
4060 Covina iTEC Project fund
4200 Public Works CIP
4300 Transportation CIP
4320 Federal Highway ARRA
4600 Parks and Recreation CIP
4606 Air Quality Improv. Tree Grant
4630 Kahler Russell Park Gymnasium
4640 Joslyn Center Reconstruction
4701 Impact Fees-General Govt
4702 Impact Fees-Library Admin
4703 Impact Fees-Police Admin
4704 Impact Fees-Park Fac Admin
4705 Impact Fees-Streets Admin
4706 Impact Fees-Fire Admin
4800 Impact Fee Study-MuniFinancial

CITY OF COVINA
List of Funds

Proprietary Funds

Enterprise Funds

6010	Water Utility Admin
6011	Water Capital Improvement Fund
6200	Environmental-Waste Mgmt
6300	Sewer Utility

Internal Service Funds

7010	Central Equipment Operations
7020	Building Maintenance
7200	Information Technology
7300	Compensated Absence
7360	Worker's Compensation
7370	Public Liability

Fiduciary Funds

Agency Funds

8186	Downtown District
8187	Prospero
T800	Other Post Employment Benefits (OPEB) Trust

Private Purpose Trust Funds

S051	SACRA LMIH Project Area 1
S052	SACRA LMIH Project Area 2
S053	LMIH BOND AREA1
S055	SACRA 2004 Bond Private
S300	SACRA Obligation Retirement Fd
S301	SACRA Tax Alloc-Debt Area 1
S302	SACRA Tax Alloc-Debt Area 2
S511	SACRA Project Area 1 Admin
S513	SACRA 2002 Bond Public PA1
S514	SACRA 2004 Bond Private PA1
S521	SACRA Project Area 2 Admin
S522	SACRA Redevelopment Public PA2
S531	SACRA Land Proceeds-PA 1&2
SADM	SACRA Administration

City of Covina
FY 2022-23 Budget Summary

Fund	Description	June 30, 2022 Fund Balance	Revenue Budget	Available resources	Expenditure Budget	June 30, 2023 Fund Balance	Chg
1010	General Fund	9,471,696	46,320,250	55,791,945	46,320,250	9,471,696	-
1095	Special General Fund (Transaction/Use Tax)	6,481,741	8,000,000	14,481,741	6,564,310	7,917,431	1,435,690
	Total General Fund	15,953,437	54,320,250	70,273,687	52,884,560	17,389,127	1,435,690
2020	Low Mod Housing Asset Fund	274,976	25,000	299,976	3,070,988	(2,771,012)	(3,045,988)
2025	Housing Bond Proceeds 04 Priva	748,980	4,500	753,480	35,000	718,480	(30,500)
2055	2004 Bond-Private	0	8,000	8,000	-	8,000	8,000
2100	Community Development Block Gr	-	295,465	295,465.00	295,465	-	-
2120	Permanent Local Housing Allocation	(1)	459,715	459,714	459,715	(1)	-
2140	Homeless Grant Fund	-	300,000	300,000	300,000	-	-
2185	Building Equipment Reserve	8,632	5,000	13,632	11,000	2,632	(6,000)
2189	Heritage Tree Preservation	41,623	-	41,623	-	41,623	-
2205	Inmate Communication	30,114	-	30,114	-	30,114	-
2221	Federal Treasury Narcotics	21,011	100	21,111	-	21,111	100
2222	Federal Justice Narcotic Siezu	172,259	1,000	173,259	-	173,259	1,000
2230	Other State Grants	-	65,070	65,070	65,070	-	-
2246	Supplemental Law	461,973	160,000	621,973	106,504	515,469	53,496
2271	Justice Assistance Grant	(0)	14,286	14,286	14,286	(0)	-
2278	Homeland Security Grant	128	-	128	-	128	-
2290	Traffic Safety Fund	8,385	7,000	15,385	-	15,385	7,000
2300	State Gas Tax	(2,251)	1,413,790	1,411,539	1,215,000	196,539	198,790
2310	Road Maintenance and Rehab	220,348	1,115,132	1,335,480	1,110,881	224,599	4,251
2360	CA-Strong Motion Instrumentati	11,685	-	11,685	-	11,685	-
2365	SB1186 Fund	63,100	-	63,100	-	63,100	-
2370	CA-Green Building Standards	2,682	-	2,682	-	2,682	-
2400	Proposition A	504,790	1,328,239	1,833,029	1,808,518	24,511	(480,279)
2405	Proposition C	54,501	995,209	1,049,710	542,710	507,000	452,499
2407	TDA	24,961	45,978	70,939	1,000	69,939	44,978
2410	Measure R	2,710	744,156	746,866	470,238	276,628	273,918
2420	Measure M	86,996	1,843,577	1,930,573	1,930,000	573	(86,423)
2500	Air Quality Improvement	25,085	62,800	87,885	86,470	1,415	(23,670)
2510	Measure W	330,418	7,867,884	8,198,302	432,350	7,765,952	7,435,534
2520	DOC Beverage Container Grant	0	12,300	12,300	12,300	0	-
2530	Oil Payment Program	-	7,054	7,054	7,054	-	-
2600	Cultural Arts	3,015	-	3,015	-	3,015	-
2604	Quimby Fees	204,485	-	204,485	-	204,485	-
2700	Municipal Parking District	460,321	184,600	644,921	152,993	491,928	31,607
2710	Street Lighting Assessment Dis	(12,591)	248,894	236,304	248,894	(12,591)	-
2720	Street Trees and Landscaping	383,854	211,389	595,243	151,053	444,190	60,336
2740	Community Facilities District	197,406	176,681	374,087	303,000	71,087	(126,319)
2750	Shoppers Lane Parking District	27,909	15,000	42,909	8,700	34,209	6,300
2800	Literacy Grant	-	18,000	18,000	18,000	-	-
2807	Workforce Act Grant	-	10,000	10,000	10,000	-	-
2810	Library Equipment Reserve	57	17,800	17,857	16,400	1,457	1,400
2890	PEG-Public Education and Government	494,533	75,000	569,533	-	569,533	75,000
2920	Public Safety Donation	15,273	-	15,273	-	15,273	-
2922	DARE Donation Admin	4,787	-	4,787	-	4,787	-
2926	Gang & Graffiti Donation	922	-	922	-	922	-
2927	Police Explorer Donation	17,190	3,500	20,690	3,500	17,190	-
2930	Gang/Graffiti Scholarship Fund	679	-	679	-	679	-
2931	Every 15 Minutes Admin	2,896	-	2,896	-	2,896	-
2957	Playground Equip Replace Donat	5,941	-	5,941	-	5,941	-
2958	Teen Program Fundraising	2,505	-	2,505	-	2,505	-
2960	Parks & Recreation Donations	14,544	-	14,544	-	14,544	-
2963	Joslyn Foundation Donation	20,247	-	20,247	-	20,247	-
2965	Youth Program Donations	11,483	-	11,483	-	11,483	-
2966	Youth Sports Equip Donation	55,562	-	55,562	-	55,562	-
2967	Volunteer Web Berger Grant	30,386	2,200	32,586	2,991	29,595	(791)
2968	Senior Fundraising Donations	6,272	-	6,272	2,100	4,172	(2,100)
2969	Grandmothers Club Donations	2,008	-	2,008	1,494	514	(1,494)
2970	Library Services-Donation	43,414	17,500	60,914	17,500	43,414	-
2971	Lib Book Donation	9,374	-	9,374	-	9,374	-

City of Covina
FY 2022-23 Budget Summary

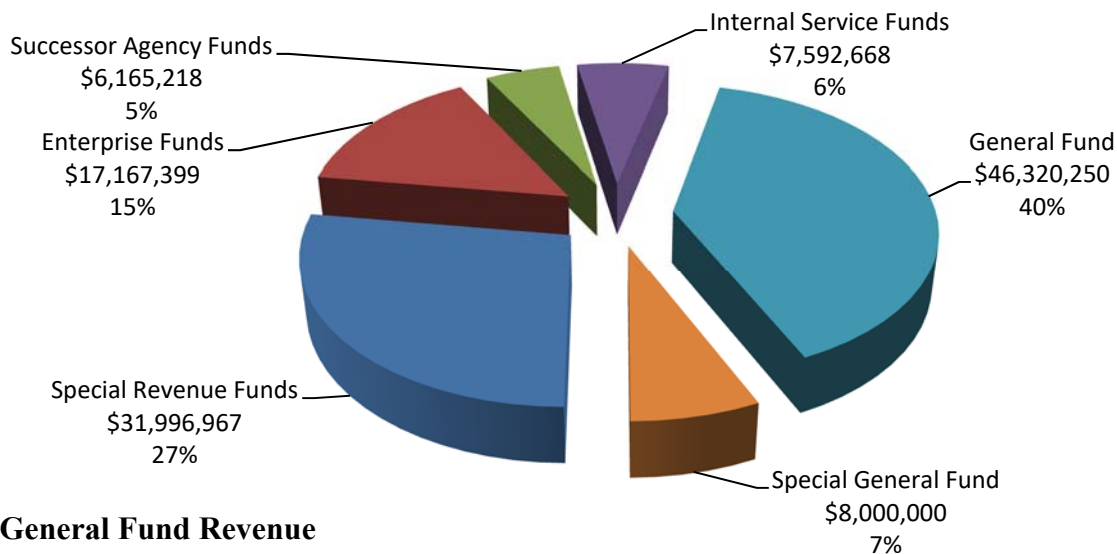
Fund	Description	June 30, 2022 Fund Balance	Revenue Budget	Available resources	Expenditure Budget	June 30, 2023 Fund Balance	Chg
2972	Library Services-IT Donation	1,475	-	1,475	-	1,475	-
2973	Gates Donation Fund	13,026	-	13,026	-	13,026	-
2975	Lib Services-Literacy Donation	10,933	-	10,933	-	10,933	-
2976	Joseph J Borrello Memorial	86,216	-	86,216	-	86,216	-
2990	ARPA	2,117,651	5,675,524	7,793,175	3,542,265	4,250,910	2,133,259
4010	General CIP	-	400,000	400,000	400,000	-	-
4060	Covina iTEC Project fund	52,861	-	52,861	-	52,861	-
4300	Transportation CIP	-	4,000,000	4,000,000	4,000,000	-	-
4600	Parks and Recreation CIP	34,169	4,000,000	4,034,169	3,850,000	184,169.35	150,000
4630	Kahler Russell Park Gymnasium	111,540	-	111,540	-	111,540	-
4640	Joslyn Center Reconstruction	5,000	-	5,000	-	5,000	-
4701	Impact Fees-General Govt	213,706	-	213,706	-	213,706	-
4702	Impact Fees-Library Admin	187,015	-	187,015	-	187,015	-
4703	Impact Fees-Police Admin	74,685	-	74,685	-	74,685	-
4704	Impact Fees-Park Fac Admin	39,355	-	39,355	39,000	355	(39,000)
4705	Impact Fees-Streets Adm	730,036	25,000	755,036	755,000	36	(730,000)
4706	Impact Fees-Fire Admin	107,580	-	107,580	-	107,580	-
6010	Water Utility Admin	(1,628,573)	12,935,500	11,306,927	11,127,435	179,492	1,808,065
6011	Water Capital Improvement Fund	9,149,675	70,000	9,219,675	4,408,222	4,811,453	(4,338,222)
6200	Environmental-Waste Mgmt	952,382	1,165,360	2,117,742	2,099,783	17,959	(934,423)
6300	Sewer Utility	5,771,540	2,996,539	8,768,079	5,113,070	3,655,009	(2,116,531)
7010	Central Equipment Operations	1,866,002	1,951,174	3,817,176	1,795,491	2,021,685	155,683
7020	Building Maintenance		1,854,596	1,854,596	1,529,896	324,700	324,700
7200	Information Technology	1,578,712	1,247,986	2,826,698	1,247,986	1,578,712	-
7360	Worker's Compensation	0	1,121,131	1,121,131	1,121,131	0	-
7370	Public Liability	(0)	1,417,781	1,417,781	1,417,781	(0)	-
8186	Downtown District	1,454	9,000	10,454	9,000	1,454	-
8187	Prospero	375	5,625	6,000	5,625	375	-
T800	OPEB Trust	1,219,737	120,000	1,339,737	6,700	1,333,037	113,300
ZZZZ	Default - Employee Master	-	-	-	-	-	-
SXXX	Successor Agency Funds	(2,522,290)	6,165,218	3,642,928	6,490,346	(2,847,418)	(325,128)
		41,223,279	117,242,502	158,465,782	114,754,465	43,711,317	2,488,038

CITY-WIDE REVENUE BUDGET SUMMARIES

This section provides information about City revenues, which are divided into related departmental groupings with a multi-year history of operating revenues. This information is then summarized and presented in a pie chart format depicting the total City revenues by fund type and a similar chart depicting only the General Fund revenue appropriations.

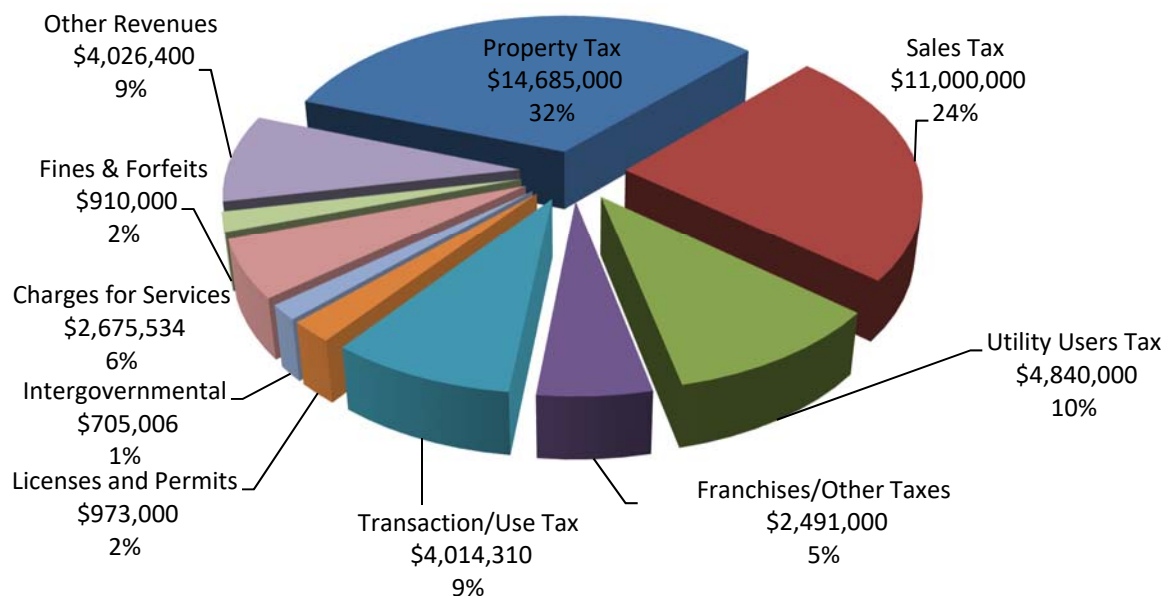
Total Revenue

\$117,242,502



General Fund Revenue

\$46,320,250



City of Covina
City-Wide Revenue Summary
FY 2022-2023

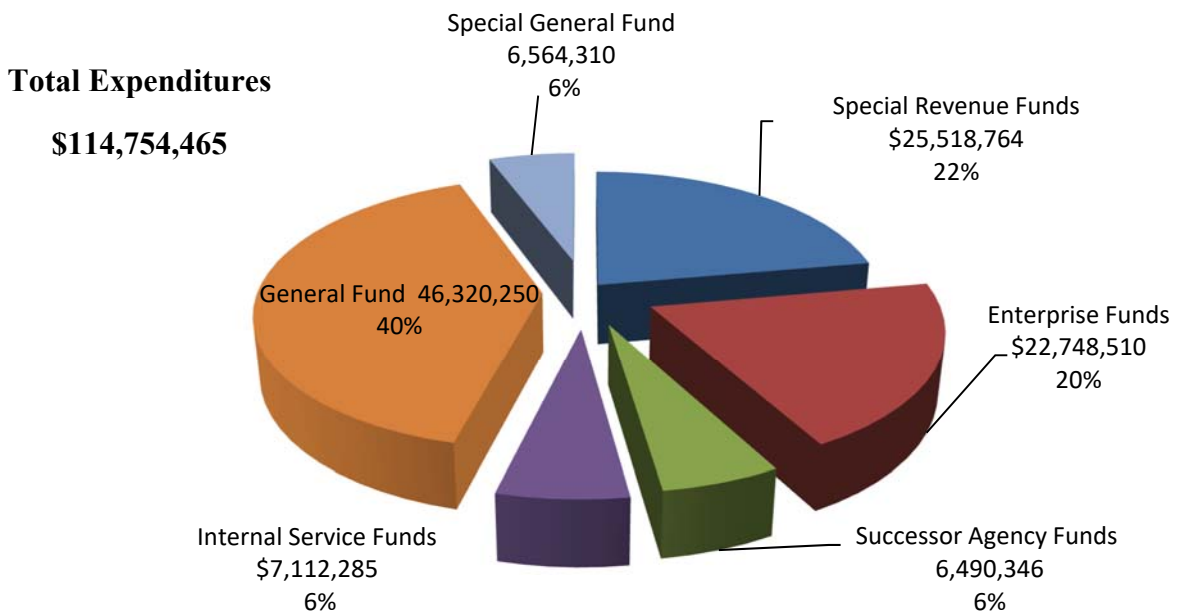
Fund	Name	2021 ACTUALS	2022 ADOPTED	2022 PROJECTED	2023 ADOPTED
1010	General Fund	\$41,779,082	\$43,223,024	\$43,983,324	\$46,320,250
1095	Special Gen Fund (Trans & Use Tax)	6,000,000	7,377,000	8,000,000	8,000,000
2020	Low Mod Housing Asset Fund	753,639	30,000	30,000	25,000
2025	Housing Bond Proceeds 04 Private	33	13,664	13,664	4,500
2053	2002 Bond-Public Area 1	39	568	568	-
2055	2004 Bond-Private	283	82,411	82,411	8,000
2100	Community Development Block Grant	806,354	440,479	460,161	295,465
2103	Housing Program Administration	79,651	-	-	-
2120	Permanent Local Housing Allocation	25,000	-	459,715	459,715
2140	Homeless Grant	300,000	300,000	300,000	300,000
2185	Building Equipment Reserve	3,700	3,700	3,700	5,000
2205	Inmate Communication	500	500	500	-
2221	Federal Treasury Narcotics	-	-	-	100
2222	Federal Justice Narcotic Seizure	17,000	1,600	1,600	1,000
2230	Other State Grants	-	-	275,660	65,070
2246	Supplemental Law	155,000	157,500	157,500	160,000
2270	Other Federal Grants	19,455	-	18,638	-
2271	Justice Assistance Grant	52,308	12,430	73,280	14,286
2278	Homeland Security Grant	70,199	-	121,988	-
2285	COPS Grant	250,000	150,000	282,509	-
2290	Traffic Safety Fund	7,000	-	-	7,000
2300	State Gas Tax	1,105,897	1,217,186	1,217,186	1,413,790
2310	Road Maintenance & Rehab	830,802	963,266	963,266	1,115,132
2400	Proposition A	1,242,894	1,259,832	1,259,832	1,328,239
2405	Proposition C	780,145	865,520	865,520	995,209
2407	TDA	159,260	37,081	37,081	45,978
2410	Measure R	614,128	641,000	641,000	744,156
2420	Measure M	653,708	685,000	685,000	1,843,577
2500	Air Quality Improvement	55,800	56,600	56,600	62,800
2510	Measure W	1,604,142	1,500,283	1,500,283	7,867,884
2520	DOC Beverage Container Grant	11,250	12,300	12,300	12,300
2530	Oil Payment Program	12,150	6,100	6,100	7,054
2700	Municipal Parking District	166,141	184,600	184,600	184,600
2710	Street Lighting Assessment District	218,705	233,076	233,076	248,894
2720	Street Trees and Landscaping	174,767	199,025	199,025	211,389
2740	Community Facilities District	176,681	176,681	176,681	176,681
2750	Shoppers Lane Parking District	9,000	11,200	11,200	15,000
2800	Literacy Grant	57,834	18,500	54,473	18,000
2807	Workforce Act	13,320	10,000	13,452	10,000
2810	Library Equipment Reserve	30,638	19,500	46,138	17,800
2890	Public Education in Government	50,000	50,000	50,000	75,000
2923	Canine Unit Donations	6,000	6,000	17,316	-
2927	Police Explorer Donations	-	3,500	3,500	3,500
2967	Volunteer Web Berger Grant	-	-	2,760	2,200
2970	Library Services-Donations	21,200	21,900	21,900	17,500
2980	Miscellaneous Grants	225,000	225,000	268,813	-
2990	ARPA	-	-	5,675,524	5,675,524
4010	General CIP	-	-	-	400,000
4200	Public Works CIP	250,000	250,000	500,000	-
4300	Transportation CIP	1,500,000	1,500,000	1,500,000	4,000,000
4600	Parks and Recreation CIP	1,571,341	-	1,790,780	4,000,000
4705	Impact Fees-Streets Adm	-	-	-	25,000
6010	Water Utility Admin	10,747,000	10,796,500	10,796,500	12,935,500
6011	Water Capital Improvement Fund	2,840,000	380,000	380,000	70,000
6200	Environmental-Waste Mgmt	980,739	1,104,570	1,104,570	1,165,360
6300	Sewer Utility	2,858,539	2,948,539	2,948,539	2,996,539
7010	Central Equipment Operations	1,324,824	1,444,203	2,444,203	1,951,174
7020	Building Maintenance	-	-	-	1,854,596
7200	Information Technology	1,415,481	1,181,505	2,181,505	1,247,986

City of Covina
City-Wide Revenue Summary
FY 2022-2023

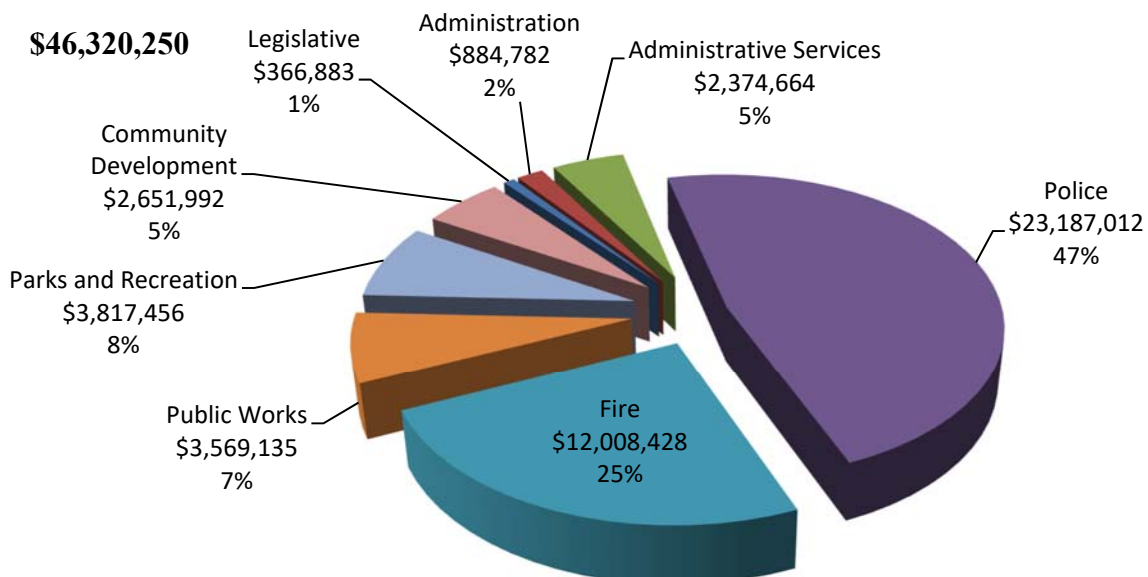
Fund	Name	2021 ACTUALS	2022 ADOPTED	2022 PROJECTED	2023 ADOPTED
7360	Worker's Compensation	1,006,232	896,328	3,415,415	1,121,131
7370	Public Liability	1,234,735	1,173,049	2,963,608	1,417,781
8186	Downtown District	10,000	9,000	9,000	9,000
8187	Prospero	5,875	5,625	5,625	5,625
S300	SACRA Obligation Retirement Fund	5,266,651	3,064,695	3,064,695	2,968,151
S511	SACRA Project Area 1 Admin	-	-	-	2,947,067
S531	SACRA Land Proceeds-PA 1&2	4,979,498	3,014,946	3,014,946	-
SADM	SACRA Administration	250,000	250,000	250,000	250,000
T800	Other Post Employment Benefits (OPEB) Trust	518,000	132,000	132,000	120,000
Total Revenues		\$95,297,620	\$88,346,985	\$104,969,230	\$117,242,502

CITY-WIDE EXPENDITURE BUDGET SUMMARIES

This section provides information about City expenditures, which are divided into related departmental groupings with a multi-year history of operating expenditures. This information is then summarized and presented in a pie chart format depicting the total City expenditures by fund type and a similar chart depicting only the General Fund expenditure appropriations.



General Fund Expenditures



** Departmental expenditure shown above does not include \$2,540,102 offset from Non-Departmental charges.

City of Covina
City-Wide Expenditure Summary
FY 2022-2023

Fund	Name	2021 ACTUALS	2022 ADOPTED	2022 PROJECTED	2023 ADOPTED
1010	General Fund	\$42,072,191	\$42,723,024	\$43,957,544	\$46,320,250
1095	Special Gen Fund (Trans & Use Tax)	6,000,000	6,755,780	12,560,147	6,564,310
2020	Low Mod Housing Asset Fund	3,176,326	3,174,698	3,183,506	3,070,988
2025	Housing Bond Proceeds 04 Private	81,152	33,000	33,000	35,000
2053	2002 Bond-Public Area 1	4,000	-	567	-
2055	2004 Bond-Private	2,064,981	-	1,683,329	-
2100	Community Development Block Grant	806,354	440,479	460,161	295,465
2103	Housing Program Administration	79,651	-	-	-
2120	Permanent Local Housing Allocation	25,000	-	459,715	459,715
2140	Homeless Grant	300,000	300,000	300,000	300,000
2185	Building Equipment Reserve	25,000	19,338	19,338	11,000
2205	Inmate Communication	27,553	-	-	-
2230	Other State Grants	-	-	275,660	65,070
2246	Supplemental Law	160,036	314,932	364,932	106,504
2270	Other Federal Grants	7,030	-	-	-
2271	Justice Assistance Grant	44,236	12,430	14,418	14,286
2278	Homeland Security Grant	70,199	-	51,789	-
2285	COPS Grant	250,000	150,000	150,000	-
2300	State Gas Tax	1,907,948	1,443,000	1,521,600	1,215,000
2310	Road Maintenance & Rehab	923,113	955,266	955,266	1,110,881
2365	SB1186 Fund	9,000	-	-	-
2400	Proposition A	2,316,628	1,418,073	1,854,275	1,808,518
2405	Proposition C	1,252,275	1,300,000	1,838,793	542,710
2407	TDA	159,260	3,500	3,500	1,000
2410	Measure R	666,663	764,988	861,075	470,238
2420	Measure M	1,426,527	503,000	1,288,423	1,930,000
2500	Air Quality Improvement	129,269	62,000	142,666	86,470
2510	Measure W	1,500,397	1,331,238	2,111,142	432,350
2520	DOC Beverage Container Grant	12,601	12,300	24,086	12,300
2530	Oil Payment Program	13,022	6,100	6,100	7,054
2604	Quimby Fees	204,484	-	-	-
2700	Municipal Parking District	451,555	151,617	433,020	152,993
2710	Street Lighting Assessment District	243,146	248,551	248,551	248,894
2720	Street Trees and Landscaping	176,985	163,614	163,614	151,053
2740	Community Facilities District	189,285	193,000	193,000	303,000
2750	Shoppers Lane Parking District	7,500	7,600	7,600	8,700
2800	Literacy Grant	38,654	18,500	54,473	18,000
2807	Workforce Act	10,000	10,000	13,452	10,000
2810	Library Equipment Reserve	23,090	18,910	22,910	16,400
2890	Public Education in Government	23,800	25,100	25,100	-
2920	Public Safety Donations	10,000	-	-	-
2923	Canine Unit Donations	21,421	6,000	4,593	-
2927	Police Explorer Donations	3,500	3,500	3,500	3,500
2967	Volunteer Web Berger Grant	-	-	2,760	2,991
2968	Senior Fundraising Donations	-	-	-	2,100
2969	Grandmothers Club Donations	-	-	-	1,494
2970	Library Services-Donations	21,200	21,900	21,900	17,500
2980	Miscellaneous Grants	225,000	225,000	225,000	-
2990	ARPA	-	-	3,557,873	3,542,265

City of Covina
City-Wide Expenditure Summary
FY 2022-2023

Fund	Name	2021 ACTUALS	2022 ADOPTED	2022 PROJECTED	2023 ADOPTED
4010	General CIP	-	-	-	400,000
4060	Covina iTEC Project Fund	-	-	1,500	-
4200	Public Works CIP	250,000	250,000	500,000	-
4300	Transportation CIP	1,500,000	1,500,000	1,500,000	4,000,000
4600	Parks and Recreation CIP	452,049	-	1,740,186	3,850,000
4703	Impact Fees-Police Admin	107,685	-	-	-
4704	Impact Fees-Park Fac Admin	101,381	-	-	39,000
4705	Impact Fees-Streets Admin	-	-	767,925	755,000
6010	Water Utility Admin	14,003,862	10,937,318	11,517,632	11,127,435
6011	Water Capital Improvement Fund	4,209,162	4,818,222	6,151,261	4,408,222
6200	Environmental-Waste Mgmt	3,592,641	1,412,575	2,260,668	2,099,783
6300	Sewer Utility	6,514,835	4,837,862	6,366,808	5,113,070
7010	Central Equipment Operations	1,383,068	1,504,592	1,604,592	1,795,491
7020	Building Maintenance	-	-	-	1,529,896
7200	Information Technology	1,418,410	1,181,505	1,234,225	1,247,986
7360	Worker's Compensation	1,006,232	896,328	2,153,328	1,121,131
7370	Public Liability	1,234,735	1,173,049	1,456,049	1,417,781
8186	Downtown District	10,000	9,000	9,000	9,000
8187	Prospero	5,875	5,625	5,625	5,625
S300	SACRA Obligation Retirement Fund	5,229,498	3,014,946	3,014,946	2,947,067
S531	SACRA Land Proceeds-PA 1&2	5,251,333	3,366,092	3,366,092	3,293,279
SADM	SACRA Administration	250,000	250,000	250,000	250,000
T800	Other Post Employment Benefits (OPEB) Trust	2,500	2,500	2,500	6,700
Total Expenditures		\$113,683,298	\$97,976,050	\$123,000,715	\$114,754,465

CITY OF COVINA CITY-WIDE STAFFING

	FY 2020-2021		FY 2021-2022		FY 2022-2023	
	No of Employees		No of Employees		No of Employees	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
ELECTED OFFICIALS						
<i>City Council</i>	5	-	5	-	5	-
CITY COUNCIL TOTAL	5	-	5	-	5	-
<i>City Clerk</i>	1	-	1	-	1	-
CITY CLERK TOTAL	1	-	1	-	1	-
<i>City Treasurer</i>	1	-	1	-	1	-
CITY TREASURER TOTAL	1	-	1	-	1	-
TOTAL ELECTED OFFICIALS	7	-	7	-	7	-
GENERAL GOVERNMENT						
<i>City Manager</i>						
City Manager	1	-	1	-	1	-
Deputy City Manager	-	-	1	-	1	-
Assistant to the City Manager	1	-	-	-	-	-
Executive Assistant to the City Manager	1	-	1	-	1	-
Community Resources Assistant I	-	-	-	-	-	1
Administrative Technician	-	1	-	1	-	1
CITY MANAGER TOTAL	3	1	3	1	3	2
<i>Records Management</i>						
Chief Deputy City Clerk	1	-	1	-	1	-
Deputy City Clerk	-	-	1	-	1	-
Administrative Intern	-	1	-	1	-	1
Records Technician	1	-	-	-	-	-
RECORDS MANAGEMENT TOTAL	2	1	2	1	2	1
<i>Administrative Services - Finance Division</i>						
Administrative Services Director	1	-	1	-	1	-
Finance Manager	-	-	1	-	1	-
Accounting Supervisor (Underfilling Finance Manager)	1	-	-	-	-	-
Senior Accountant	1	-	2	-	2	-
Accountant	1	-	-	-	-	-
Management Analyst/Sr. Management Analyst	1	-	1	-	1	-
Payroll Technician	1	-	1	-	1	-
Administrative Technician	-	-	-	1	-	1
Account Clerk I/II	5	3	5	2	5	2
Administrative Intern	-	1	-	1	-	1
FINANCE TOTAL	11	4	11	4	11	4
<i>Administrative Services - Human Resources & Risk Management</i>						
Human Resources Manager	1	-	1	-	1	-
Human Resources Analyst (Underfilling Sr. HR Analyst)	1	-	1	-	1	-
Management Analyst Trainee	-	-	1	-	1	-
Administrative Technician	1	-	-	-	-	-
Administrative Intern	-	1	-	1	-	1
HUMAN RESOURCES TOTAL	3	1	3	1	3	1
<i>Public Safety-Sworn</i>						
Chief of Police	1	-	1	-	1	-
Police Captain	2	-	2	-	2	-
Police Lieutenant	4	-	4	-	4	-
Police Sergeant	9	-	9	-	9	-
Police Recruit	-	-	-	-	2	-
Police Officer	43	-	43	1	42	1
PUBLIC SAFETY - SWORN TOTAL	59	-	59	1	60	1

CITY OF COVINA CITY-WIDE STAFFING

	FY 2020-2021		FY 2021-2022		FY 2022-2023	
	No of Employees		No of Employees		No of Employees	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
<i>Public Safety-Non-Sworn</i>						
Administrative Technician	-	1	-	1	-	1
Community Services Officer	4	-	4	1	4	1
Community Services Specialist	1	-	1	-	1	-
Court Officer	1	-	1	-	1	-
Executive Assistant to the Police Chief	1	-	1	-	1	-
General Maintenance Worker	-	1	-	1	-	1
Jailer Training Officer	-	-	-	-	1	-
Jailer	4	1	4	1	3	1
Management Analyst	1	-	1	-	-	-
Parking Officer	-	1	-	-	-	1
Police Cadet	-	4	-	3	-	3
Police Records Clerk	5	2	5	3	6	1
Police Records Supervisor	1	-	1	-	1	-
Property/Evidence Clerk	1	-	1	-	1	-
Project Manager/Police LT	-	1	-	-	-	-
Public Safety Associate Planner	-	1	-	1	-	1
Public Safety Communications Sup	1	-	1	-	1	-
Public Safety Dispatcher	10	1	10	1	10	1
Safety Reserve Officer	-	2	-	2	-	2
Sr. Management Analyst	-	-	-	-	1	-
PUBLIC SAFETY- NON-SWORN TOTAL	30	15	30	14	31	13
Public Works Director	1	-	1	-	1	-
Public Works Manager	1	-	1	-	1	-
City Engineer	1	-	1	-	1	-
Administrative Technician	1	-	1	-	-	2
Building Maintenance Worker	1	-	1	-	2	4
Engineering Intern	-	1	-	1	-	-
Office Assistant I	-	1	-	1	-	-
Office Assistant II	-	1	-	1	-	-
General Maintenance Worker	-	2	-	2	-	-
Management Analyst Trainee	-	-	-	-	1	-
Management Analyst	1	-	1	-	1	-
Senior Administrative Technician	1	-	1	-	1	-
Park Maintenance Supervisor	1	-	1	-	1	-
Park Foreman	1	-	1	-	1	-
Park Worker (includes irrigation specialist)	1.80	-	1.80	-	2	-
Park Maintenance Assistant	-	3	-	3	-	-
Street Maintenance Worker I	2	-	2	-	1	-
Street Maintenance Worker II	2	-	2	-	1	-
Street Maintenance Worker III	1	-	1	-	1	-
PUBLIC WORKS TOTAL	17	8	17	8	15	6
<i>Parks and Recreation</i>						
Parks & Recreation Director	1	-	1	-	1	-
Parks & Recreation Supervisor	2	-	2	-	3	-
Recreation Coordinator	2	-	4	-	4	-
Recreation Coordinator II	1	-	1	-	-	-
Administrative Technician	2	-	2	-	2	-
Office Assistant II	0.48	-	0.48	-	-	-
Community Resources Specialist	-	2.22	-	1.50	-	1.36
Community Resources Assistant II	-	4.53	-	3.40	-	3.18
Community Resources Assistant I	-	1.36	-	1.40	-	2.22
Community Resource Aide	-	0.11	-	0.11	-	-
PARKS AND RECREATION TOTAL	9	8	11	6	10	6.76

CITY OF COVINA CITY-WIDE STAFFING

	FY 2020-2021		FY 2021-2022		FY 2022-2023	
	No of Employees		No of Employees		No of Employees	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
<i>Library</i>						
Library Services Manager	1	-	1	-	1	-
Administrative Technician	1	-	1	-	-	-
Library Services Supervisor	0.50	-	0.50	-	0.50	-
Management Analyst	1	-	1	-	1	-
Building Maintenance Worker	-	0.48	-	0.12	-	-
Community Resources Assistant I	-	0.13	-	0.02	-	-
Community Resources Assistant II	-	0.08	-	0.01	-	0.14
Community Resources Specialist	-	1.41	-	1.37	-	1.15
Library Assistant	-	1.44	-	1.44	-	1.20
Library Clerk	-	4.16	-	4.16	-	3.77
Library Shelver	-	0.98	-	0.98	-	0.48
LIBRARY TOTAL	4	9	4	8	3	6.74
<i>Community Development</i>						
Community Development Director	1	-	1	-	1	-
Management Analyst Trainee	-	-	-	-	1	-
Senior Planner	-	-	-	-	1	-
Assistant Planner	2	-	2	-	2	-
Associate Planner	-	-	-	-	-	-
Office Assistant II	-	-	-	-	1	-
Building Official	1	-	1	-	1	-
Permit Technician	1	-	1	-	1	-
Neighborhood Preservation Officer	1	-	-	-	2	1
COMMUNITY DEVELOPMENT TOTAL	9	2	9	4	10	1
TOTAL GENERAL GOVERNMENT	146	49	148	49	148	43
Library Services Supervisor	0.50	-	0.50	-	0.50	-
TOTAL LITERACY GRANT	0.50	-	0.50	-	0.50	-
PROPOSITION A TRANSIT						
Management Analyst	1	-	-	-	-	-
Sr. Management Analyst	-	-	1	-	0.50	-
TOTAL PROPOSITION A	1	-	1	-	0.50	-
ENTERPRISE FUNDS						
<i>Water Utility</i>						
Water Utilities Superintendent	1	-	1	-	1	-
Water System Operator I	1	-	1	-	1	-
Water System Operator II	1	-	1	-	1	-
Water Quality/Customer Service Rep II	1	-	1	-	1	-
Water Distribution Operator I	4	-	4	-	4	-
Water Distribution Operator II	1	-	1	-	1	-
Water Distribution Operator III	2	-	2	-	3	-
Equipment Operator	1	-	1	-	1	-
Water Systems Supervisor	1	-	1	-	1	-
Water Distribution Supervisor	1	-	1	-	1	-
WATER UTILITY TOTAL	14	-	14	-	15	-
<i>Environmental Services</i>						
Environmental Services Manager	1	-	1	-	1	-
Executive Assistant to Director of Public Works	1	-	-	-	-	-
Management Analyst	1	-	1	-	1	-
Environmental Services Analyst	1	-	-	-	-	-
Sr. Environmental Services Analyst	-	-	1	-	0.50	-
Office Assistant I	-	-	-	1	-	-
ENVIRONMENTAL PROTECTION TOTAL	4	-	3	1	2.50	-

CITY OF COVINA CITY-WIDE STAFFING

	FY 2020-2021		FY 2021-2022		FY 2022-2023	
	No of Employees		No of Employees		No of Employees	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
<i>Sanitary Sewer</i>						
Street Maintenance Foreman	-		-		1	
Street Maintenance Supervisor	-		-		-	-
Street Maintenance Worker I	1	-	1	-	2	-
Street Maintenance Worker II	1	-	1	-	2	-
Street Maintenance Worker III	1	-	1	-	1	-
SANITARY SEWER TOTAL	3	-	3	-	6	-
TOTAL ENTERPRISE FUNDS	21	-	20	1	24	-
<i>INTERNAL SERVICES FUND</i>						
Central Equipment						
Equipment Foreman	1	-	1	-	1	-
Equipment Maintenance Supervisor	1	-	1	-	1	-
Senior Equipment Mechanic	1	-	1	-	-	-
CENTRAL EQUIPMENT TOTAL	3	-	3	-	2	-
<i>Management Information Systems</i>						
Information Technology Svcs Mgr	1	-	1	-	1	-
GIS Analyst	1	-	1	-	1	-
MANAGEMENT INFORMATION SYSTEMS TOTAL	2	-	2	-	2	-
<i>Risk Management</i>						
Safety Coordinator	-	-	1	-	1	-
RISK MANAGEMENT & PUBLIC LIABILITY TOTAL	-	-	1	-	1	-
TOTAL INTERNAL SERVICE FUNDS	5	-	6	-	5	-
SACRA/HOUSING						
Sr. Housing & CDBG Economic Development Manager	1	-	-	1	-	1
Management Analyst	-	-	-	-	1	-
Management Analyst Trainee	1	-	1	-	1	-
Administrative Technician	-	1	-	-	-	-
Administrative Intern	-	1	-	1	-	2
Community Resource Specialist	-	-	-	1	-	-
TOTAL SACRA	2	2	1	3	2	3
GRAND TOTAL EMPLOYEES	175	51	176	53	179	46

General Fund Overview

The General Fund is the main operating fund of the City; it accounts for the revenues and expenditures used to carry out basic governmental activities of the City such as general government, public safety, public works, culture and recreation, and community development. General Fund revenue is recorded by source (e.g., property taxes, licenses and permits, intergovernmental, charges for services, fines and forfeitures) and activity is recorded by major functional classification and operating departments. General Fund revenue is not restricted in its use; expenditures from this fund are made primarily for current day-to-day operations and operating equipment.

The major revenue sources included in the General Fund:

Taxes

Property and sales tax estimates are based largely on the tools and projections provided by the City's third-party consultant, with additional sales tax information provided by the California Department of Tax & Fee Administration. These projections include any general economic adjustments (e.g. a regional or statewide increase in building and construction), as well as adjustments specific to the City of Covina (e.g. a new type of business opening in the City).

Other taxes are forecast based on historical trends, with consideration given to the potential impact of external factors. For instance, a Preliminary increase in electricity rates may increase the amount of franchise tax the City may expect from its electricity provider. Conversely, residential water and electrical conservation results in reductions in utility user tax revenue.

Licenses and Permits

Forecasts for license and permit revenue are provided by the responsible departments, using historical trends. These projections may also include the impact of any known development projects which are anticipated to begin during the upcoming fiscal year.

Intergovernmental (Formula grants, one-time awards and other)

Intergovernmental revenue is largely derived from formula grants. Amounts from other annual grant awards are generally known and require little additional analysis. Non-grant revenue projections are provided by the responsible departments and are based on historical trends as well as any anticipated changes in certain services provided (e.g. decrease in reimbursements from the school districts for police services).



Major revenue sources, continued-

Charges for Services

Revenue projections from charges for services are provided by the responsible departments and reviewed by management. These projections are largely based on historical trends and may include adjustments based on anticipated changes in services (e.g. an addition of a youth sports program would increase the revenue and related expenditure projections). These projections also include transfers between funds per the City's indirect cost allocation plan.

Fines and Forfeitures

Fines and forfeitures revenue can be volatile based on the frequency and type of infractions that occur. This revenue is projected based on historical trends.

Other Revenue

Other revenues include items such as one-time revenues, donations, and gains on investments.

The major expenditure functions included in the General Fund:

General Government

This function accounts for activities of the Legislative, Office of the City Manager, and Administrative Services

Public Safety

This function accounts for activities of the Police Department and Fire Services.

Public Works

This function accounts for non-Enterprise Fund activities of the Public Works Department which includes Street Services, Engineering, Fleet Services and Park Maintenance.

Parks and Recreation

This function accounts for activities of the Parks and Recreation Department and includes Library Services.



General Fund

FY 2022/23 Adopted Budget

Community Development

This function accounts for Planning, Building and Safety, Code Enforcement, Housing and Successor Agency to the Redevelopment Agency activities.

Non-Departmental

This function accounts for expenditures of various Intergovernmental (dues, subscriptions, memberships) as well as Community Outreach activities and any budgeted contingency.

Capital

This function accounts for capital projects expenditures.

Transfers Out

This function accounts for transfers to other funds, such as contributions from the General Fund to pay for expenditures in other funds.

The following functions and activities included in the General Fund:

- Legislative
 - City Council
 - City Clerk
 - Elections
 - City Treasurer
 - City Attorney
- Office of the City Manager
 - Administration
 - Economic Development
 - Public Information
 - Records Management
- Administrative Services
 - Finance - Administration
 - Duplicating
 - HR Administration
 - General Insurance
- Public Safety
 - Administration
 - Patrol
 - Investigations
 - Police Records
 - Jail
 - Communication Services
 - Patrol
 - Canine
 - Traffic
 - Parking Control
 - Police Training
 - Computer Services
 - Disaster Preparedness
 - Animal Control
 - Fire Suppression
- Public Works
 - Administration
 - Engineering
 - Streets
 - Street Lighting
 - Traffic Control
 - Park Maintenance
- Parks and Recreation
 - Administration
 - Recreation Services
 - Cultural Services
 - Senior Services
 - Community Parade
 - Community Programs
 - Aquatics
 - Library Services
- Community Development
 - Administration
 - Historic Preservation
 - Planning
 - Building & Safety
 - Code Enforcement



General Fund FY 2022/23 Adopted Budget

City of Covina General Fund Revenue Summary Fiscal Year 2022-23

General Fund	2021 Actual	2022 Adopted	2022 Projected YE	2023 Adopted
Property Tax	14,886,984	13,880,000	14,171,000	14,685,000
Sales Tax	10,793,459	10,158,000	10,800,000	11,000,000
Utility Users Tax	4,847,225	4,500,000	4,680,000	4,840,000
Franchises/Other Taxes	2,579,781	2,346,000	2,386,000	2,491,000
Transaction/Use Tax	1,509,274	6,755,780	5,955,780	4,014,310
Total Taxes	34,616,723	37,639,780	37,992,780	37,030,310
 Licenses and Permits	 1,017,392	 860,000	 880,000	 973,000
Intergovernmental	1,172,566	657,500	657,500	705,006
Charges for Services	2,676,314	2,656,544	2,875,894	2,675,534
Fines and Forfeitures	888,579	920,000	905,000	910,000
Other Revenues	668,871	489,200	3,412,200	4,026,400
General Fund Total	41,040,445	43,223,024	46,723,374	46,320,250

City of Covina General Fund Expenditure Summaries by Department Fiscal Year 2022-23

General Fund by Department	2021 Actual	2022 Adopted	2022 Projected YE	2023 Adopted
Legislative	308,137	488,283	684,583	366,883
Administration	656,722	718,343	759,343	884,782
Administrative Services	1,941,195	2,096,461	2,121,461	2,374,664
Non-Departmental	(2,041,595)	(2,553,410)	(2,053,410)	(2,540,102)
Police	20,930,945	21,083,191	21,665,319	23,187,012
Emergency Services - COVID	596,007	-	770,000	-
Fire	11,073,705	11,975,759	11,975,759	12,008,428
Public Works	3,162,469	3,159,204	3,259,204	3,569,135
Parks and Recreation	2,402,368	3,521,505	3,499,516	3,817,456
Community Development	2,154,855	2,233,689	2,824,654	2,651,992
Total GF Expenditures	41,184,809	42,723,024	45,506,427	46,320,250



Legislative Function

FY 2022/23 Adopted Budget

Legislative Function

The Legislative Function provides the resources and support needed for the following activities: City Council, City Clerk's Office, Elections, the City Treasurer, and the City Attorney's Office.

Department Budget Summary

Expenditures by Program

Program	2020-2021	2021-2022	2021-2022	2022-2023
	ACTUALS	ADOPTED BUDGET	PROJECTED	ADOPTED BUDGET
City Council	\$ 55,490	\$ 57,887	\$ 95,187	\$ 126,287
City Clerk	\$ 2,753	\$ 2,748	\$ 2,748	\$ 2,748
Elections	\$ 100	\$ 189,900	\$ 339,900	\$ 100
City Treasurer	\$ 2,753	\$ 2,748	\$ 2,748	\$ 2,748
City Attorney	\$ 235,000	\$ 235,000	\$ 235,000	\$ 235,000
Total Expenditure	\$ 296,096	\$ 488,283	\$ 675,583	\$ 366,883



City Council

Department Overview

Under the Council-Manager form of government, the Covina City Council is responsible for the legislative functions of the City including establishing policies and priorities, developing an overall vision and approving annual spending plans for the City. The terms of the Mayor and Mayor Pro Tem are one year, expiring at the first meeting of March. The terms of the City Council members are four years, and the General Municipal Election is held in March in even-numbered years.

Programs and Services

This activity provides the resources and support needed by the City Council to carry out the legislative and fiduciary responsibilities and establish City policy based on information provided by staff, advisory boards and commissions, and the community. The Mayor and City Council are supported by the City Manager and two administrative staff members, who also provide general support to the City Manager's Office. Other budgeted funds are allocated to costs such as Council conference and travel expenses and office equipment/supplies.

The City Council has identified the following core strategies:

- Maintain a financially sound, healthy organization.
- Ensure a responsive and transparent City government that provides opportunities for community involvement in decision-making.
- Provide a safe, well-maintained community that affords a high quality of life.
- Promote a strong, vibrant local economy.
- Provide high quality, well-maintained public infrastructure and facilities and efficient and effective planning.
- Seek and support solutions to regional issues such as housing, job creation, economic growth, homelessness, transit, and environmental sustainability that promote intergovernmental relationships and public-private partnerships.
- Create and uphold a culture of civility, pride and respect.



Legislative Function FY 2022/23 Adopted Budget

Department Budget

CITY COUNCIL		2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
FUND/FUNCTION: 1010-0010						
PERSONNEL SERVICES						
50070	Attendance Fees	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000	City Council stipends (\$400 x 5 members) x 12 months = \$24000
50110	Medicare Contribution	348	350	350	750	Medicare contribution
50120	PERS Contribution-Employee	1,040	1,080	1,080	1,080	PERS Employee - Contribution
50130	PERS Contribution-Employer	1,660	1,641	1,641	1,563	PERS Employer - Contribution
50131	PERS Unfunded Liability	3,352	3,737	3,737	789	
50150	Part-Time Retirement Contribution - Employee	360	414	414	774	PARS Employer - Contribution
50290	Group Flex Benefits	-	-	8,300	9,100	
50400	Workers Compensation	229	229	229	204	
50900	Pension Obligation Bond	-	-	-	3,912	
TOTAL PERSONNEL SERVICES		\$ 30,989	\$ 31,451	\$ 39,751	\$ 42,173	
OPERATING						
50700	Auto Allowance	\$ -	\$ -	\$ 24,000	\$ 24,000	
50760	Technology Reimbursement	-	-	5,000	5,000	
53200	Training, Conferences and Meetings	5,000	5,000	5,000	14,000	
53300	Postage	150	150	150	150	Postage related to City Council activities
53590	General Printing and Binding	1,000	1,000	1,000	-	Business cards, binding of reports, etc.
54000	Office Supplies	3,500	3,500	3,500	3,500	Office supplies as needed
54140	Award Supplies	-	-	-	-	
54410	Food Supplies and Meals	4,500	4,500	4,500	4,500	Food & refreshments for special meetings, study session, etc.
54990	General Supplies	3,800	5,000	5,000	5,000	Mayoral Reception and City Council Supplies as needed
58900	Indirect Cost Allocation	6,550	7,286	7,286	27,964	Bldg Maint & IT
TOTAL OPERATING		24,500	26,436	55,436	84,114	
TOTAL CITY COUNCIL		\$ 55,490	\$ 57,887	\$ 95,187	\$ 126,287	

Budget Overview and Significant Changes

The major change is reflected by increases in auto allowances, trainings, and indirect cost allocations.



Legislative Department FY 2022/23 Adopted Budget

City Clerk

Department Overview

The City Clerk is an elected official and acts under the authority of the California Government Code and City Statutes and policies. The City Clerk is the official keeper of the City Seal.

Programs and Services

The City Clerk attends City Council, Successor Agency to the Redevelopment Agency, Public Finance Authority, and Housing Authority meetings and prepares and certifies the minutes of these meetings. The City Clerk is responsible for administering oaths or affirmations of office. The City Clerk may appoint deputies to act on his or her behalf. The main objective of the City Clerk is to provide complete and up-to-date records of all proceedings of the legislative body.

Department Budget

CITY CLERK		2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
FUND/FUNCTION: 1010-0100						
PERSONNEL SERVICES						
50070	Attendance Fees	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400	Monthly stipend for Elected City Clerk (\$200 x 12)
50110	Medicare Contribution	40	35	35	35	
50150	Part-Time Retirement Contribution - Employee	90	90	90	90	PARS Employer - Contribution
50400	Workers Compensation	23	23	23	23	
TOTAL PERSONNEL SERVICES		2,553	2,548	2,548	2,548	
OPERATING						
53200	Training, Conferences and Meetings	200	200	200	200	Annual training and conferences
TOTAL OPERATING		200	200	200	200	
TOTAL CITY CLERK		\$ 2,753	\$ 2,748	\$ 2,748	\$ 2,748	

Budget Overview and Significant Changes

The budget for this program is largely made up of the stipend paid to the City Clerk. There are no significant changes for the 2022/23 fiscal year.



Elections

Department Overview

General Municipal Elections are consolidated with the County of Los Angeles on a statewide election date, due to the passage of SB 415 and SB 970. General Municipal Elections are held to allow the registered voters of Covina the opportunity to choose the five members of the City Council, the City Clerk, and the City Treasurer. In addition, the voters may also vote on various measures.

Programs and Services

Under a consolidated-election model, the City's Election responsibilities include preparation of statutory resolutions calling the election and requesting County services; publication and posting of various notices in required languages, the issuance of candidate packets including required forms and nomination papers, verification of nomination signatures, administration of campaign filings, transmittal to the County Elections Official of candidate and ballot measure documents which have been reviewed for compliance with the Elections Code, and post-election procedures to certify and declare the results of the Election. Vote Centers are available throughout the County, including the City of Covina, as well as Vote by Mail Drop Boxes. Locations will be made available prior to Election dates. FY22/23 has no city official elections occurring.

Department Budget

Expenditures by Program

ELECTIONS		2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
FUND/FUNCTION: 1010-0600						
REVENUE						
43090	Other General Government Charg	\$ -	\$ -	\$ -	\$ -	
TOTAL REVENUE		-	-	-	-	
OPERATING						
51005	Consulting Fees	-	1,400	151,400	100	Consultant Costs for Election
51050	Election Fees	-	175,000	175,000	-	Election Fees
53300	Postage	-	11,200	11,200	-	Postage costs for election
53540	Legal Notices and Publications	-	2,000	2,000	-	Legal notice cost for election
54000	Office Supplies	100	300	300	-	Office supplies
TOTAL OPERATING		100	189,900	339,900	100	
TOTAL ELECTIONS						
		\$ 100	\$ 189,900	\$ 339,900	\$ 100	



City Treasurer

Department Overview

The City Treasurer is an elected official and is the custodian of all City and Successor Agency funds. The City Treasurer also has investment authority over City funds.

Programs and Services

The City Treasurer is responsible for providing timely and accurate quarterly reports containing detailed information on all securities, investments, and funds of the City and Agency to the City Council. As the investment authority, the City Treasurer submits an annual Investment Policy to the City Council for approval and invests funds in accordance therein. Additionally, the City Treasurer is a signatory on the City and Successor Agency checking accounts.

Department Budget Summary

Expenditure by Program

CITY TREASURER		2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
FUND/FUNCTION: 1010-0200						
PERSONNEL SERVICES						
50070	Attendance Fees	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400	Stipend for City Treasurer (\$200 x 12)
50110	Medicare Contribution	40	35	35	35	
50150	Part-Time Retirement Contribution - Employer	90	90	90	90	PARS Employer - Contribution
50400	Workers Compensation	23	23	23	23	
TOTAL PERSONNEL SERVICES		2,553	2,548	2,548	2,548	
OPERATING						
53200	Training, Conferences and Meetings	200	200	200	200	Annual training and conferences
TOTAL OPERATING		200	200	200	200	
TOTAL CITY TREASURER						
		\$ 2,753	\$ 2,748	\$ 2,748	\$ 2,748	

Budget Overview and Significant Changes

The budget for the program is made up of the stipend paid to the City Treasurer. There are no significant changes for the 2022/23 fiscal year.



City Attorney

Department Overview

The Office of the City Attorney (OCA) provides legal advice and services to the City Council, City officials, staff, departments, boards, commissions, and related City agencies; protects the interests of the City; negotiates on behalf of the City; ensures that actions by, or on behalf of, the City are conducted in accordance with applicable legal requirements; and provides training and advice on how to manage risk and comply with the law. The OCA represents the City, its officers, and its employees in administrative and civil litigation matters involving official City business and prepares contracts, ordinances, resolutions, and other legal documents.

Legal services are provided pursuant to a contract with one or more law firms that specialize in public agency law and litigation to ensure the highest quality legal representation.

Programs and Services

Legal Advice

The OCA partners with City leaders to identify and implement creative approaches to the opportunities and challenges that face the City and advises and counsels the City Council, Boards, Commissions, and City staff on legal issues involving all City operations, including property development, zoning, economic development, housing, public utilities, administrative, environmental, liability, and general matters.

Ordinances, resolutions, contracts, and franchises are prepared by City staff and reviewed by the OCA. The OCA also monitors changes and developments in laws concerning the City, communicates pertinent changes to the City Council and affected departments, and in cooperation with City staff, drafts amendments to City ordinances and documents to comply with changes to the law.

Representation

The OCA is responsible for representing the City in all legal actions and administrative proceedings in which the City is concerned, or to which it is a party. The OCA represents City officials and employees in civil litigation arising out of or connected to City employment, and also prosecutes all charges of violation of municipal ordinances and regulations.



Legislative Function FY 2022/23 Adopted Budget

Department Budget Summary

Expenditures by Program

CITY ATTORNEY		2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
FUND/FUNCTION: 1010-0400						
OPERATING						
51200	Legal Fees	\$ 232,000	\$ 232,000	\$ 232,000	\$ 232,000	Reflects monthly retainer of \$19,333
53990	Other	3,000	3,000	3,000	3,000	Other legal fees associated with the City Attorney
TOTAL OPERATING		235,000	235,000	235,000	235,000	
TOTAL CITY ATTORNEY		\$ 235,000	\$ 235,000	\$ 235,000	\$ 235,000	

Budget Overview and Significant Changes

The adopted budget reflects the monthly retainer costs and additional special legal expenses.



City Administration

Department Overview

The City Manager's Office provides leadership and professional management to the City government in furtherance of the City Council's policies, priorities, and the community's values. The City Manager is responsible for guiding the Department Directors who administer services to the community while adhering to the direction and policies established by the City Council.

Programs and Services

The Office of the City Manager is organized into various activities: General Administration, Economic Development, Public Information, and Records Management.

General Administration

Provides the organizational support and leadership necessary to implement Council programs and policies to meet the City's current and future needs; ensures City operations demonstrate transparency, trust, and the highest level of fiduciary responsibility to the public; builds and maintains a strong ethical and service-oriented culture built on a foundation of teamwork and respect; provides ongoing, informative and accurate information to City employees regarding key initiatives, challenges, opportunities, and accomplishments; and communicates the mission, vision, and values of the organization.

Economic Development

Develops and implements programs in support of a healthy, vibrant, and prosperous economic environment; promotes a diverse local economy with businesses that provide employment and services for residents and tax revenue to support public services; and maintains collaborative relationships to facilitate desired economic activity.

Public Information

Fosters an informed and engaged community and develops mutual understanding and support by ensuring timely, relevant, and accurate public information in print, on-line, and via webcasts. Related tasks include facilitating the development of community newsletters and informational materials, issuing news releases, responding to media requests, managing content on the City's website, and serving as Public Information Officer (PIO).



Office of the City Manager

FY 2022/23 Adopted Budget

Records Management

The City Clerk's Office/Records Management Department supports City Council by administrating meeting agenda workflow and packets, posting meeting agendas, recording Council votes and processing Council documents, and preparing meeting minutes; facilitates the Boards and Commissions Program; responds to Public Records Act requests; processes all City contracts and agreements; receives, logs, and routes claims, subpoenas, summons and other legal documents; and maintains and stores legally-mandated records. Equally important, but not as routine, are administrative services related to municipal elections

Department Budget Summary

Program	Expenditures by Program			
	2020-2021 ACTUALS	2021-2022 ADOPTED BUDGET	2021-2022 PROJECTED	2022-2023 ADOPTED BUDGET
General Administration	\$ 218,635	\$ 252,460	\$ 252,460	\$ 348,467
Economic Development	\$ 73,990	\$ 98,066	\$ 98,066	\$ 97,625
Public Information	\$ 107,280	\$ 74,178	\$ 74,178	\$ 105,938
Records Management	\$ 254,235	\$ 293,639	\$ 293,639	\$ 332,752
Total Expenditure	\$ 654,139	\$ 718,343	\$ 718,343	\$ 884,782

Budget Overview and Significant Changes

The adopted changes in the City Manager's Office budget reflect increases in Public Information advertising expenses, consultant costs in the Economic Development division and an increase in the City Administration and Records Management divisions pertaining to reclassifications of City staff.



Office of the City Manager FY 2022/23 Adopted Budget

General Administration

The General Administration activity in the City Manager's office provides the organizational support and leadership necessary to implement Council programs and policies to meet the City's current and future needs; ensures City operations demonstrate transparency, trust, and the highest level of fiduciary responsibility to the public; builds and maintains a strong ethical and service-oriented culture built on a foundation of teamwork and respect; provides ongoing, informative and accurate information to City employees regarding key initiatives, challenges, opportunities, and accomplishments; and communicates the mission, vision, and values of the organization.

Department Budget

CITY MANAGER	2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
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FUND/FUNCTION: 1010-0300

PERSONNEL SERVICES

50010	Regular Full-Time Employees	\$ 102,350	\$ 106,598	\$ 106,598	\$ 116,155	City Manager - 25%, Executive Assistant to the City Manager - 75%, Deferred Comp - CM, Automobile Allowance - CM
50015	Regular Part-Time Employees	25,000	25,000	25,000	40,000	Office Assistant I - 100%
50035	Compensation Time	-	-	-		
50040	Vacation Pay	-	-	-		
50110	Medicare Contribution	1,803	1,832	1,832	1,609	Medicare Costs
50130	PERS Contribution-Employer	11,400	11,584	11,584	10,735	PERS Employer - Contribution
50131	PERS Unfunded Liability	36,409	42,237	42,237	8,940	
50210	Group Health Insurance	1,640	422	422	1,845	
50230	Group Life Insurance	180	168	168	180	
50240	Group LTD Insurance	700	703	703	775	
50290	Group Flex Benefits	6,050	4,346	4,346	15,720	
50400	Workers Compensation	1,184	1,210	1,210	4,688	
50895	Vacancy Factor	(25,000)	-	-	-	
50900	Pension Obligation Bond Allocation				44,321	
TOTAL PERSONNEL SERVICES		161,716	194,100	194,100	244,968	

OPERATING

51005	Consulting Fees	16,500	12,000	12,000	12,000	Consulting Fees
52200	Telephone	2,500	2,000	2,000	2,000	Cost of telephone service
53100	Dues and Subscriptions	3,000	3,000	3,000	3,000	Various dues and subscriptions
53200	Training, Conferences and Meetings	4,000	4,000	4,000	12,000	Various attendance fees and conference fees
53300	Postage	250	250	250	250	Postage fees
53400	Mileage Reimbursement	200	200	200	200	Mileage reimbursement for miscellaneous travel
53580	Blueprint and Photocopy	200	200	200	200	Duplicating charges as needed
53990	Other	500	500	500	500	Miscellaneous costs
54000	Office Supplies	1,500	1,500	1,500	1,500	Office Supplies as needed
54410	Food Supplies and Meals	-	-	-		
58900	Indirect Cost Allocation	28,268	34,710	34,710	71,848	
TOTAL OPERATING		56,918	58,360	58,360	103,498	

TOTAL CITY MANAGER	\$ 218,635	\$ 252,460	\$ 252,460	\$ 348,467
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Economic Development

The Economic Development activity coordinates, promotes and manages the City's economic development program to maintain a healthy economic base and encourage economic growth through business attraction, retention and expansion programs. Specifically, the Department envisions, coordinates and implements comprehensive development projects and efforts in conjunction with the Community Development Department that will have a significant and positive impact upon the City in the form of increased sales tax base, increased property values, elimination of physical and economic blight, community beautification, and improving the overall quality of life in the community.

Staff will work collaboratively with organizations such as the Chamber of Commerce, Downtown Merchants Association, San Gabriel Valley Economic Partnership and other organizations to facilitate a strong local economy.

Department Budget

ECONOMIC DEVELOPMENT	2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
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FUND/FUNCTION: 1010-0310

PERSONNEL SERVICES

50010	Regular Full-Time Employees	\$ 23,070	\$ 24,480	\$ 24,480	\$ 33,275	Deputy City Manager - 75%
50015	Regular Part-Time Employees	-	-	-	-	
50110	Medicare Contribution	340	353	353	463	Medicare Costs
50130	PERS Contribution-Employer	2,650	2,785	2,785	2,788	PERS Employer - Contribution
50210	Group Health Insurance	330	349	349	370	
50230	Group Life Insurance	40	34	34	36	
50240	Group LTD Insurance	170	168	168	232	
50290	Group Flex Benefits	2,670	2,664	2,664	3,144	
50400	Workers Compensation	220	233	233	317	
TOTAL PERSONNEL SERVICES		29,490	31,066	31,066	40,625	

OPERATING

51005	Consulting Fees	25,000	36,000	36,000	36,000	Consulting Fees
53100	Dues and Subscriptions	6,000	6,000	6,000	6,000	ICSC Admin/Council membership, SGV Economic partnership membership
53200	Training, Conferences and Meetings	8,500	20,000	20,000	10,000	Various conferences and meetings
54150	Promotion Supplies	5,000	5,000	5,000	5,000	SGV Partnership Booth/ICSC Promotional Materials
TOTAL OPERATING		44,500	67,000	67,000	57,000	

TOTAL ECONOMIC DEVELOPMENT	\$ 73,990	\$ 98,066	\$ 98,066	\$ 97,625
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Public Information

The Public Information activity fosters an informed and engaged community and develops mutual understanding and support by ensuring timely, relevant, and accurate public information in print, on-line, and via webcasts. Related tasks include facilitating the development of community newsletters and informational materials, issuing news releases, responding to media requests, managing content on the City's website, and serving as Public Information Officer (PIO).

Specific objectives in the Public Information activity include:

- Strengthen the City's identity and image and promote the City's existing areas of opportunity through the development and implementation of strategic messaging and a thoughtful public information strategy.
- Develop and implement a Communications Plan and strategy that identifies the short and long-term goals and includes a path to accomplish them.
- Redesign and produce the community newsletter to be more reader-friendly with informative, relevant content, major or notable capital improvement projects, achievements, features on civic leaders, volunteers as well as City employees who are contributing and making a difference.
- Effectively utilize social media.
- Prepare and distribute relevant, timely and accurate press releases.

Department Budget

PUBLIC INFORMATION		2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
FUND/FUNCTION: 1010-0320						
PERSONNEL SERVICES						
50010	Regular Full-Time Employees	\$ 34,610	\$ 36,720	\$ 36,720	\$ 49,912	Deputy City Manager - 30%
50110	Medicare Contribution	510	534	534	695	
50130	PERS Contribution-Employer	3,980	4,179	4,179	4,183	PERS Employer - Contribution
50210	Group Health Insurance	490	537	537	554	
50230	Group Life Insurance	60	55	55	54	
50240	Group LTD Insurance	250	257	257	348	
50290	Group Flex Benefits	4,000	3,996	3,996	4,716	
50400	Workers Compensation	330	350	350	476	
TOTAL PERSONNEL SERVICES		44,230	46,628	46,628	60,938	
OPERATING						
51005	Consulting Fees	35,500	-	-		
52200	Telephone	750	750	750		Telephone charges
53100	Dues and Subscriptions	300	300	300		Various dues and subscriptions
53200	Training, Conferences and Meetings	1,500	1,500	1,500		Various conferences/meetings
53500	Promotion Advertising	25,000	25,000	25,000	45,000	Covina Today
TOTAL OPERATING		63,050	27,550	27,550	45,000	
TOTAL PUBLIC INFORMATION		\$ 107,280	\$ 74,178	\$ 74,178	\$ 105,938	



Records Management

The City Clerk's Office/Records Management Department supports City Council by administering meeting agenda workflow and packets, posting meeting agendas, recording Council votes and processing Council documents, and preparing meeting minutes; facilitates the Boards and Commissions Program; responds to Public Records Act requests; processes all City contracts and agreements; receives, logs, and routes claims, subpoenas, summons and other legal documents; and maintains and stores legally-mandated records. Equally important, but not as routine, are administrative services related to municipal elections.

The Department preserves the City's history while promoting strong community accessibility through the use of records management software and the City's website to keep citizens informed and engaged on issues that impact their lives.

Organizational goals are achieved by staying well-informed of the current laws governing the Department's areas of responsibility and legal requirements, providing municipal clerk-specific training for staff, creating a culture of high integrity, adhering to State-required ethics training, and administering Fair Political Practices Commission filings in accordance with the Political Reform Act.

Functions of the Records Management Department include:

- Preparing and administering Council meeting agendas in accordance with the Brown Act.
- Maintaining a complete and accurate record of the proceedings and legislative history of the City.
- Codifying ordinances, certifying documents, and coordinating matters directed by Council.
- Monitoring appointments, resignations and terminations for all Boards and Commissions, and assuring compliance with the Maddy Act.
- Administering the Records Management Program and responding to approximately 300 Public Records Act requests each year.
- Maintaining and building the Laserfiche depository and ensuring quality control for long-range planning of municipal records and files.
- Coordinating the legal advertising for public notices, ordinances and other required legislative actions.
- Coordinating the legal recording of applicable agreements and other documents with the Los Angeles County Registrar Recorder/County Clerk.
- Providing notarial services for City documents.
- Administering the Oath of Office to all employees, and elected and appointed officials.
- Planning, organizing and directing all general municipal elections as scheduled and any special municipal elections that may be called.
 - Ensuring the legality of election proceedings in accordance with the California Election Code, California Government Code and Covina Municipal Code.
 - Identifying ways of public outreach for registered voters and fostering a cooperative relationship with the Los Angeles County Registrar-Recorder.



Office of the City Manager

FY 2022/23 Adopted Budget

Department Budget

RECORDS MANAGEMENT	2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
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FUND/FUNCTION: 1010-0700

REVENUE

43090	Other General Government Charges	\$ -	\$ -	\$ -	\$ -	
TOTAL REVENUES		\$ -	\$ -	\$ -	\$ -	

PERSONNEL SERVICES

50010	Regular Full-Time Employees	\$ 136,190	\$ 146,615	\$ 146,615	\$ 145,954	Chief Deputy City Clerk - 90%, Deputy City Clerk - 90%
50015	Regular Part-Time Employees	13,000	14,000	14,000	16,000	
50035	Compensation Time	-	-	-	-	
50040	Vacation Pay	-	-	-	-	
50110	Medicare Contribution	2,139	2,260	2,260	2,021	
50130	PERS Contribution-Employer	15,440	16,147	16,147	14,813	PERS Employer - Contribution
50131	PERS Unfunded Liability	31,179	36,769	36,769	7,480	
50210	Group Health Insurance	2,940	3,133	3,133	3,271	
50230	Group Life Insurance	330	322	322	324	
50240	Group LTD Insurance	940	988	988	943	
50290	Group Flex Benefits	23,980	21,249	21,249	24,999	
50400	Workers Compensation	608	639	639	559	
50895	Vacancy Factor	(13,000)	-	-	-	
50900	Pension Obligation Bond Allocation				37,079	
TOTAL PERSONNEL SERVICES		213,746	242,122	242,122	253,443	

OPERATING

51005	Consulting Fees	450	450	450	450	Governmental Consulting Fees
51990	Other Professional Fees	3,000	7,600	7,600	7,830	Netfile Annual Subscription Fee, DocuSign Annual Subscription
52200	Telephone	1,120	1,000	1,000	500	Cost of telephone service
52470	Maint-Office Equipment	800	800	800	800	Office equipment maintenance
53100	Dues and Subscriptions	715	790	790	1,520	Membership dues
53200	Training, Conferences and Meetings	3,345	6,095	6,095	6,755	Various trainings, conferences, and luncheons
53300	Postage	300	300	300	500	Postage
53400	Mileage Reimbursement	360	470	470	580	Travel mileage for training meetings
53540	Legal Notices and Publications	2,500	2,500	2,500	2,500	Legal publications
53560	Ordinance Publication	1,700	1,700	1,700	1,700	Ordinance publications
53580	Blueprint and Photocopy	3,500	3,500	3,500	3,500	Xerox photocopies, lease and telephone line
53590	General Printing and Binding	150	150	150	150	Business cards and other printing
53990	Other	300	300	300	300	Document destruction
54000	Office Supplies	1,000	1,000	1,000	1,000	Office supplies such as paper, toner, minute book and minute paper
54100	Books	4,000	4,000	4,000	4,000	Books - Municipal Code Codification
54410	Food Supplies and Meals	150	150	150	150	Food supplies & meals
58900	Indirect Cost Allocation	17,099	20,712	20,712	47,074	
TOTAL OPERATING		40,489	51,517	51,517	79,309	

TOTAL RECORDS MANAGEMENT	\$ 254,235	\$ 293,639	\$ 293,639	\$ 332,752	
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Administrative Services Department

Department Overview

The Finance Division of the Administrative Services Department is responsible for the overall financial operations of the City, the Successor Agency to the Covina Redevelopment Agency (SACRA) and Housing Authority. The Division is responsible to ensure the balance and distribution of funds is detailed, accurate, and maintained with the upmost fiscal responsibility.

The Human Resources & Risk Management Divisions of the Administrative Services Department work with all City departments to oversee employee services, employee relations, labor relations, safety, workers' compensation, liability, damage to city property, and insurance. Responsibilities include recruitment and retention, onboarding, class and compensation, ensuring compliance with labor laws, training and development, Americans with Disabilities Act (ADA) compliance, Interactive Processes, Equal Employment Opportunity Commission (EEOC) compliance, benefits administration, retirement, labor negotiations, workers' compensation management, safety and emergency preparedness, wellness, COVID response protocols and reporting, and liability claims.

Programs and Services

The Finance Division of the Administrative Services Department consists of the following activities:

- Finance Administration
- Accounting, Financial Reporting
- Accounts Payable
- Cash Receipts Services
- Business License Coordination
- Payroll Processing
- Duplicating

The Human Resources & Risk Management Divisions of the Administrative Services Department consists of the following activities:

- General Administration
- Centralized Processes for Employee Services, Employee Relations, Safety, and Liability
- General Insurance



Administrative Services Department

FY 2022/23 Adopted Budget

Goals and Objectives

- Provide exemplary customer service to our community, current and prospective employees, and other city departments by adopting a customer service focused environment.
- Prepare and implement sound financial policies.
- Maintain a strong system of internal controls throughout the City.
- Facilitate and monitor the City's budget process and provide information for decision making to City Council, and taxpayers in order to produce a balanced and fiscally responsible budget.
- Prepare and disseminate accurate financial information to employees, City Council, bondholders and outside agencies in a timely and efficient manner.
- Effectively manage cash flow and improve return on investments.
- Providing excellent customer service to both the organization and the community.
- Develop and implement strong administrative policies, focusing on best practices for employment.
- Create and maintain a consistent application of employment rules, laws, and regulations.
- Provide a safe and healthy work environment for employees.
- Establish the City as an employer of choice with competitive wages and benefits.
- Provide professional and personal development opportunities to the City's workforce.
- Deliver strategic and operational programs and services to select, support and develop a quality workforce that focuses on serving the community.
- Proactively assess and mitigate the City's risk exposures to protect public funds.
- Strategically defend the City against any and all claims of liability.



Administrative Services Department

FY 2022/23 Adopted Budget

Department Budget Summary

Finance Division / Human Resources & Risk Management Divisions

Expenditure by Program

Program	2020-2021	2021-2022	2021-2022	2022-2023
	ACTUALS	ADOPTED BUDGET	PROJECTED	ADOPTED BUDGET
Finance	\$ 932,551	\$ 988,790	\$ 988,790	\$ 1,118,981
Duplicating	\$ 11,444	\$ 11,444	\$ 11,444	\$ 11,444
Human Resources	\$ 408,916	\$ 388,292	\$ 413,292	\$ 502,224
General Insurance	\$ 576,197	\$ 707,935	\$ 707,935	\$ 742,015
Total Expenditure	\$ 1,929,109	\$ 2,096,461	\$ 2,121,461	\$ 2,374,664

Budget Overview and Significant Changes

The adopted budget for FY 2022-23 contains increases that are attributed to staff costs related to step and cost of living increases and increases in insurance and liability costs.



Finance - General Administration

General Administrative support services provided by the Finance Division include: finance administration, accounting, audit and financial reporting, budget, treasury and revenue management for the City, SACRA, and Housing Authority financial operations.

Finance Administration

Administrative responsibilities of the Finance Division include development and recommendation of fiscal policies, guidance to the City Council, and administration of the City's financial system.

Accounting, Audit and Financial Reporting

The Finance Division prepares the City's Annual Comprehensive Financial Report (ACFR), the quarterly Treasurer's Report, the Annual State Controller's reports, and other budgetary reports. Finance also coordinates the annual single and special audits.

Finance accounts for all revenues and expenditures for the City and Successor Agency, reviews and implements internal controls over a variety of processes throughout the City, processes payroll, manages accounts payable and receivable and administers grants and capital project funds.

Budget

Under the direction of the City Manager, Finance coordinates and prepares the annual budget and calculates the Gann limit. The department monitors compliance with adopted budget policies, posts department initiated and Council approved budget amendments in the general ledger system, and prepares a mid-year review and reports to City Council.

Treasury and Revenue Management

Finance is responsible for managing cash, investments and debt service of the City and SACRA. The investment portfolio is monitored for compliance with the City's investment policy which is prepared annually by Finance and submitted to the City Council for approval. The department also coordinates the periodic user fee study for adoption by the City Council.



Administrative Services Department

FY 2022/23 Adopted Budget

Business License

Finance coordinates with HdL, the contracted service provider, to ensure proper administration and enforcement of the City's business license registration tax and business district assessment fees. HdL's service includes administering business license renewals, new business applications, audits to ensure businesses are in compliance with the requirements, and a mechanism for City departments to identify all City regulatory requirements needed to approve the application. A business license processing fee helps support the activity.

Cashier

The City cashier is part of the Finance Division. The cashier receives and records payments for various City services including water, permits, and other customer payments. In addition, the cashier provides information on various City programs, departments, and events.



Administrative Services Department

FY 2022/23 Adopted Budget

Department Budget

FINANCE	2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
FUND/FUNCTION/PROJECT: 1010-0500					
REVENUE					
40700 Utility Users Tax	\$ -	\$ -	\$ -	\$ -	
43020 Returned Check Fees	7,000	7,000	7,000	110,000	
43022 License Processing Fees	100,000	100,000	100,000	-	
43410 Zoning and Subdivision Fees	-	1,200	1,200	1,200	
46890 Employee Benefits-Other	-	-	-	-	
48990 Other	-	-	-	-	
TOTAL REVENUE	\$ 107,000	\$ 108,200	\$ 108,200	\$ 111,200	
PERSONNEL SERVICES					
50010 Regular Full-Time Employees	\$ 331,450	\$ 338,754	\$ 338,754	\$ 363,151	Administrative Services Director - 40%, Finance Manager - 38%, Senior Accountant - 40%, Senior Accountant - 72%, Sr. Management Analyst - 45%, Account Clerk I - 67%, Payroll Technician - 88%, Account Clerk I - 8%, Account Clerk I (4) - 8% each, Various Education, Bilingual, and Telecommunication Allowance Pays
50015 Regular Part-Time Employees	28,490	43,733	43,733	44,000	Administrative Technician - 88%, Account Clerk I - 17%, Account Clerk I - 8%, Administrative Intern - 8%, Various Bilingual Pays.
50110 Medicare Contribution	5,110	5,315	5,315	5,337	
50130 PERS Contribution-Employer	39,710	40,768	40,768	35,744	PERS Employer - Contribution
50131 PERS Unfunded Liability	80,190	92,835	92,835	20,293	
50210 Group Health Insurance	6,910	7,255	7,255	8,639	
50230 Group Life Insurance	770	725	725	860	
50240 Group LTD Insurance	2,260	2,245	2,245	2,430	
50290 Group Flex Benefits	53,640	45,041	45,041	49,901	
50400 Workers Compensation	1,450	1,432	1,432	1,792	
50895 Vacancy Factor	(35,707)	-	-	-	
50900 Pension Obligation Bond Allocation	-	-	-	100,602	
TOTAL PERSONNEL SERVICES	514,273	578,103	578,103	632,749	
OPERATING					
51005 Consulting Fees	109,250	100,750	100,750	135,000	HDL BL Process, HDL ACFR Svcs, CalPERS - GASB 68, GASB 75
51100 Auditing and Accounting	64,110	65,200	65,200	70,000	Annual & Single Audit / Controller's, Street, Annual Street Report - State of CA
51110 Investment Management Fees	22,500	23,500	23,500	-	US Bank, Public Trust Advisors
51165 Mandated Cost Reimbursement	3,000	3,000	3,000	6,000	Prep of State Report for Mandated Costs - MGT Svcs
51170 Property Tax Administrative	100,000	105,000	105,000	110,000	Prop Tax Admin Fee - Paid to LA County
51185 Sales Tax Recovery Fees	25,000	25,000	25,000	25,000	Annual Sales Tax Contact Services, Sales Tax Audit Services - HdL
51200 Legal Fees	-	-	-	3,100	
52200 Telephone	2,500	2,000	2,000	1,500	Cost of telephone service
53100 Dues and Subscriptions	300	300	300	300	CSMFO
53210 Employee Training	2,500	2,500	2,500	2,500	CSMFO Lunches and Conferences
53300 Postage	4,500	4,500	4,500	3,500	Postage costs
53400 Mileage Reimbursement	500	500	500	500	Mileage reimbursement
53580 Blueprint and Photocopy	300	300	300	500	Copying allocation
53800 Bank Service Charges	1,200	1,500	1,500	1,700	Bank of the West fees, including armored car pickup
53990 Other	1,000	1,000	1,000	1,000	Misc supplies and costs
54000 Office Supplies	3,500	2,000	2,000	2,500	
58900 Indirect Cost Allocation	78,119	73,637	73,637	123,132	
TOTAL OPERATING	418,279	410,687	410,687	486,232	
TOTAL FINANCE	\$ 932,551	\$ 988,790	\$ 988,790	\$1,118,981	



Administrative Services Department

FY 2022/23 Adopted Budget

Duplicating

Duplicating

Duplicating reflects a cost sharing allocation to allow City departments to share the costs of the mailing machine and copy charges as well as to recognize cost savings in consolidation of paper purchases.

Department Budget

DUPLICATING SERVICES		2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
FUND/FUNCTION: 1010-0910						
REVENUE						
43050	Duplicating Charges	\$ 11,444	\$ 11,444	\$ 11,444	\$ 11,444	
TOTAL REVENUE		\$ 11,444	\$ 11,444	\$ 11,444	\$ 11,444	
OPERATING						
52200	Telephone	\$ 500	\$ 500	\$ 500	\$ 500	
52690	Rentals-Other Equipment	3,500	3,500	3,500	3,500	Mailing machine quarterly lease payments
54000	Office Supplies	4,000	4,000	4,000	4,000	Copy paper charges
54010	Duplicating/Copying Supplies	3,444	3,444	3,444	3,444	Copy charges
TOTAL OPERATING		11,444	11,444	11,444	11,444	
TOTAL DUPLICATING						
		\$ 11,444	\$ 11,444	\$ 11,444	\$ 11,444	



Administrative Services Department

FY 2022/23 Adopted Budget

Human Resources – General Administration

General Administration activities include maintaining and administering a comprehensive personnel system that is based on merit. The department provides recruitment, training, employee relations, and labor relations services for all City departments.

Department Budget

HUMAN RESOURCES		2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
FUND/FUNCTION: 1010-0800						
PERSONNEL SERVICES						
50010	Regular Full-Time Employees	\$ 136,760	\$ 158,023	\$ 158,023	\$ 180,024	HR Manager - 20%, Sr. Human Resources Analyst - 88%, Management Analyst Trainee - 88%, Various Education Pays
50015	Regular Part-Time Employees	13,330	14,500	14,500	15,000	Administrative Intern - 100%
50060	Holiday Pay	-	-	-	-	
50110	Medicare Contribution	2,160	2,210	2,210	2,555	
50130	PERS Contribution-Employer	15,530	15,810	15,810	18,672	PERS Employer - Contribution
50131	PERS Unfunded Liability	31,361	36,002	36,002	9,428	
50210	Group Health Insurance	3,200	3,376	3,376	3,555	
50230	Group Life Insurance	360	344	344	354	
50240	Group LTD Insurance	950	961	961	1,171	
50290	Group Flex Benefits	26,110	13,842	13,842	14,269	
50400	Workers Compensation	1,416	1,462	1,462	1,589	
50900	Pension Obligation Bond Allocation	-	-	-	46,739	
TOTAL PERSONNEL SERVICES		231,177	246,530	246,530	293,356	
OPERATING						
51005	Consulting Fees	5,800	7,000	15,650	20,000	Shaw Consulting, Leadership Coach
51250	Personnel Legal Fees	90,000	55,000	77,000	60,500	LCW Legal Fees and State of California Fees
51330	Medical Fees	25,000	20,000	15,350	20,000	Various Medical Fees
51800	Testing Fees	700	700	700	700	Berlitz Testing Fees
51890	Other Professional Fees	5,000	6,600	6,600	7,300	Other Misc Costs, Pre-Employment Fingerprinting & Credit Checks
52200	Telephone	800	800	800	800	HR Telephone Charges
53100	Dues and Subscriptions	3,500	4,000	4,000	4,000	Various dues and subscriptions
53200	Training, Conferences and Meetings	-	-	-	-	
53210	Employee Training	1,000	1,000	1,000	3,000	LCW Training, PARMA, SHRM
53300	Postage	950	950	950	950	Postage
53400	Mileage Reimbursement	200	200	200	1,000	Mileage reimbursement
53510	Employment Advertising	5,000	15,000	12,200	12,200	Job advertisements
53580	Blueprint and Photocopy	-	500	500	500	Copy charges
53590	General Printing and Binding	100	-	-	-	
53990	Other	4,500	4,000	4,000	6,500	Miscellaneous costs
54000	Office Supplies	1,000	1,500	1,500	2,500	Office supplies and safety equipment
54140	Award Supplies	5,000	3,500	3,500	7,000	Award supplies & events, Employee recognition
54410	Food Supplies and Meals	300	300	2,100	2,500	Food supplies for raters
58900	Indirect Cost Allocation	28,889	20,712	20,712	59,418	
TOTAL OPERATING		177,739	141,762	166,762	208,868	
TOTAL HUMAN RESOURCES		\$ 408,916	\$ 388,292	\$ 413,292	\$ 502,224	



Administrative Services Department

FY 2022/23 Adopted Budget

General Insurance

General Insurance and risk management functions include ensuring that the City maintains adequate insurance, addressing public liability issues, workers compensation administration, retiree health programming, unemployment compensation insurance, property insurance, and surety bonding. With respect to general insurance, the department:

- Coordinates quarterly reimbursement for retiree medical insurance with Finance staff;
- Monitors unemployment claims; and
- Secures necessary bonds and property insurance through outside carriers

Public liability involves the management of liability claims filed against the City under s self-insured program. This is accomplished through the following:

- Recording and analyzing the City's loss history;
- Administration and appropriate handling of liability claims;
- Coordination of legal services with the City Attorney and special counsel; and
- Securing necessary bonds excess liability and workers' compensation insurance, and other ancillary coverage through outside carriers.

Department Budget

GENERAL INSURANCE		2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
FUND/FUNCTION: 1010-0880						
PERSONNEL SERVICES						
50110	Medicare Contribution	\$ 3,500	\$ 3,500	\$ 3,500	\$ 4,800	Medicare contributions for retirees for taxes
50190	Retirement Benefits	425,000	500,000	500,000	500,000	Monthly Reimbursements to Retirees per MOU agreements
50500	Unemployment Compensation	30,000	30,000	30,000	24,500	Unemployment Insurance Payments - Self Funded Program
TOTAL PERSONNEL SERVICES		458,500	533,500	533,500	529,300	
OPERATING						
53020	Property Insurance	106,200	161,589	161,589	202,000	Property Insurance (Includes Auto/Machinery/Facilities)
58900	Indirect Cost Allocation	11,497	12,846	12,846	10,715	
TOTAL OPERATING		117,697	174,435	174,435	212,715	
TOTAL GENERAL INSURANCE		\$ 576,197	\$ 707,935	\$ 707,935	\$ 742,015	



Non-Departmental

Department Overview

The Non-Departmental function accounts for costs that are not generally associated with a specific department. These programs include Indirect Cost Allocation, Intergovernmental, Community Outreach, Contingency, Advances, and Transfers Out.

Programs and Services

Indirect Cost Allocation program consists of motor pool charges and indirect charges for various departments.

Intergovernmental program costs consist of LAFCO fees and dues and subscriptions. Dues and subscriptions in this program have a city-wide benefit and include the League of California Cities, the SGV Council of Governments, the SGV Water Association, and the Southern California Association of Governments.

The Community Outreach program accounts for the cost of the lifeline program for the City's water customers. Community Outreach also includes the cost of the required match for the transitional housing program.

The Advances program accounts for any General Fund costs related to repayment of advances or loans.

The Transfers Out program is used to account for transfers between different City funds.



Non-Departmental FY 2022/23 Adopted Budget

Department Budget Summary

Expenditure by Program

Program	2020-2021	2021-2022	2021-2022	2022-2023
	ACTUALS	ADOPTED BUDGET	PROJECTED	ADOPTED BUDGET
Indirect Cost Allocation	\$ (2,994,194)	\$ (2,822,874)	\$ (2,822,874)	\$ (2,822,874)
Intergovernmental	\$ 33,700	\$ 41,700	\$ 41,700	\$ 44,000
Community Outreach	\$ 63,000	\$ 61,000	\$ 67,950	\$ 63,000
Advances	\$ 100,500	\$ -	\$ -	\$ -
Transfers Out	\$ 815,637	\$ 166,764	\$ 166,764	\$ 175,772
Total Expenditure	\$ (1,981,357)	\$ (2,553,410)	\$ (2,546,460)	\$ (2,540,102)

Budget Overview and Significant Changes

All costs within this function are funded by the General Fund.



Non-Departmental FY 2022/23 Adopted Budget

Department Budget

NON-DEPARTMENTAL		2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
N						
FUND/FUNCTION: 1010-0000						
REVENUES						
40120	General SecPropTax	\$ 6,580,000	\$ 7,009,000	\$ 7,300,000	\$ 7,500,000	
40140	General UnSecPropT	200,000	200,000	200,000	200,000	
40160	General SecUnsecPr	-	(25,000)	(25,000)	(25,000)	
40180	General SupRoll SB	150,000	165,000	165,000	180,000	
40185	General SupRoll SB	-	-	-	-	
40187	General Prop-in Lieu of MVL	5,200,000	5,701,000	5,701,000	5,800,000	
40190	General Int/Pen-Pr	15,000	30,000	30,000	30,000	
40195	General SB211 Pass	600,000	600,000	600,000	800,000	
40199	General ERAF/Misc Property Tax	-	-	-	-	
40200	General Sales Tax	9,000,000	10,158,000	10,800,000	10,000	
40300	General Trans Occu	6,000	10,000	50,000	50,000	
40400	General Prop Trans	150,000	200,000	200,000	20,000	
40500	General BusReg-Tax	300,000	320,000	320,000	325,000	
40520	General BusReg-Chg	-	-	-	-	
40590	General BusReg-Pen	6,000	10,000	10,000	10,000	
40700	General Utility Us	4,275,000	-	-	-	
40720	Utility Users Tax-Telephone	-	660,000	660,000	695,000	
40740	Utility Users Tax-Electricity	-	2,700,000	2,670,000	2,675,000	
40760	Utility Users Tax-Gas	-	380,000	450,000	570,000	
40780	Utility Users Tax-Water	-	760,000	900,000	900,000	
40820	General Fran-Cable	320,000	400,000	400,000	380,000	
40840	General Fran-Elect	225,000	240,000	240,000	240,000	
40860	General Fran-Gas	80,000	90,000	90,000	100,000	
40870	General Fran-Tow	112,000	90,000	90,000	100,000	
40880	General Fran-Refus	1,000,000	1,150,000	1,150,000	1,250,000	
40890	General Fran-Other	31,000	36,000	36,000	36,000	
41990	General Permit/Ins	-	-	-	-	
42100	General Homeowners	38,000	35,000	35,000	34,000	
42105	General StateMand	-	-	-	-	
42130	General Vehic In-L	25,000	25,000	25,000	30,000	
43015	General Antenna Rental	130,000	130,000	130,000	130,000	
43125	Police - Entertainment Fee Rev	4,000	4,000	4,000	3,000	
43600	General Property R	8,000	18,700	18,700	19,000	
47200	General Interest-I	65,000	65,000	65,000	70,000	
47500	General Unrealized	60,000	60,000	60,000	-	
48780	General Late Fees	50,000	100,000	100,000	100,000	
48790	General Cash Over/	-	-	-	-	
48990	General Other Reve	674,000	10,000	10,000	10,000	
49110	General Frm-G/F	6,000,000	6,755,780	5,955,780	4,014,310	
49182	Transfer from SACRA to Gen'l	1,692,089	-	-	-	
TOTAL REVENUE		\$ 36,996,089	\$ 38,087,480	\$ 38,440,480	\$ 26,256,310	
FUND/FUNCTION/PROJECT: 1010-0999						
OPERATING						
58221	State Gas Tax	\$ (1,046,320)	\$ (1,060,000)	\$ (1,060,000)	\$ (1,060,000)	
58226	Landscape District	(9,800)	(9,800)	(9,800)	(9,800)	
58270	Sanitary Sewer	(167,300)	(167,300)	(167,300)	(167,300)	
58280	Public Parking	(67,800)	(67,800)	(67,800)	(67,800)	
58286	Shoppers Lane Parking District	(6,200)	(6,200)	(6,200)	(6,200)	
58437	Measure R & M	(200,000)	-	-	-	
58500	Water Utility	(265,700)	(265,700)	(265,700)	(265,700)	
58565	Environmental Services	(20,000)	(35,000)	(35,000)	(35,000)	
58568	Waste Management	(104,200)	(104,200)	(104,200)	(104,200)	
58600	Central Equipment	(75,354)	(75,354)	(75,354)	(75,354)	
58900	Indirect Cost Allocation	(1,031,520)	(1,031,520)	(1,031,520)	(1,031,520)	
TOTAL OPERATING		(2,994,194)	(2,822,874)	(2,822,874)	(2,822,874)	
TOTAL COST ALLOCATION		\$ (2,994,194)	\$ (2,822,874)	\$ (2,822,874)	\$ (2,822,874)	
FUND/FUNCTION/PROJECT: 1010-7100						
OPERATING						
51175	LAFCO Fees	\$ 1,700	\$ 1,700	\$ 1,700	\$ 2,000	LAFCO fees
53100	Dues and Subscriptions	32,000	40,000	40,000	42,000	Various dues and subscriptions
TOTAL OPERATING		33,700	41,700	41,700	44,000	
TOTAL INTERGOVERNMENTAL		\$ 33,700	\$ 41,700	\$ 41,700	\$ 44,000	



Non-Departmental FY 2022/23 Adopted Budget

Department Budget Cont.

NON-DEPARTMENTAL			2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
FUND/FUNCTION/PROJECT: 1010-7400							
REVENUE							
48100		Donations and Contributions	\$ -	\$ -	\$ 6,950	\$ -	
TOTAL REVENUE			-	-	6,950	-	
OPERATING							
53734	37000	Grant Prg - Education	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	Education expenses for residents at transitional house
53736	37000	Grant Prg - Child Care	2,000	-	-	2,000	
53746		Maintenance/Repairs	-	-	6,950	-	
53798		Lifeline Subsidy	60,000	60,000	60,000	60,000	Lifeline subsidy
TOTAL OPERATING			63,000	61,000	67,950	63,000	
TOTAL COMMUNITY OUTREACH			\$ 63,000	\$ 61,000	\$ 67,950	\$ 63,000	
FUND/FUNCTION: 1010-8900							
OPERATING							
56710		Advance Principal	\$ 100,000	\$ -	\$ -	\$ -	
56750		Advance Interest	500	-	-	-	
TOTAL OPERATING			100,500	-	-	-	
TOTAL ADVANCES			\$ 100,500	\$ -	\$ -	\$ -	
FUND/FUNCTION: 1010-9900							
OPERATING							
59120		Transfer-Special Revenue Fund	\$ 438,420	\$ 100,000	\$ 100,000	\$ 109,619	Loan payment to Housing Fund and direct charges
59170		Transfer-Internal Service Fund	50,660	-	-	-	
59180		Transfer-Trust/Agency Fund	326,557	66,764	66,764	66,153	
TOTAL OPERATING			815,637	166,764	166,764	175,772	
TOTAL TRANSFERS OUT			\$ 815,637	\$ 166,764	\$ 166,764	\$ 175,772	
TOTAL NON-DEPARTMENTAL			\$ (1,981,357)	\$ (2,553,410)	\$ (2,546,460)	\$ (2,540,102)	





Police Department

FY 2022/23 Adopted Budget

Department Overview

The Covina Police Department, led by Police Chief David Povero, employs 96 highly dedicated and trained personnel to provide full public safety services to its 46,340 citizens over a 7.0 square mile area. The mission of the men and women of the Department is *“Protecting our community through responsible policing and the relentless pursuit of crime.”* Through a Service Area Policing Model, the residents have direct access to the Police Department to address the quality of life issues that are vital to its successful community. The values of the Department are displayed on the uniforms of every Police Department employee; Honor-Integrity-Service. These core values combined with a well-rounded approach of education, prevention, intervention and enforcement form the foundation of a policing approach that makes Covina one of the safest cities in the San Gabriel Valley.

	2018	2019	2020	2021	% Change ('20-'21)
Homicide	2	2	1	4	400%
Rape/Sex Offences	98	80	77	57	-26%
Robbery	67	46	43	63	47%
Assaults	316	348	301	377	25%
Burglary	318	266	256	235	-8%
Theft	672	807	736	722	-2%
Grand Theft Auto	156	149	173	153	-12%
Total Part 1	1629	1698	1587	1611	2%
Calls for Service	37043	35833	34540	36373	5%

Programs and Services

The Covina Police Department is comprised of two divisions; the Support Services and the Operations Divisions.

Support Services Division:

Administration - Budget - Grants - Recruitment - Professional Standards - Investigations - Crime Analysis - Communications - Records - Training - Crime Prevention - Citizen Volunteers - Chaplains - Alarm Monitoring - Disaster Preparedness- Facilities Management - Computer Services and Animal Control.



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Operations Division:

Patrol - Traffic Unit - Parking Enforcement - School Resource Officers - Jail - Explorers - Helicopter Support (FAST) - Special Response Team (SRT) - Property & Evidence-L.A. Impact-Community Impact Team (CIT) and K-9. Service Area Policing creates three patrol areas, each supervised by a Lieutenant.

Department Budget Summary

Expenditure by Program

Program	2020-2021	2021-2022	2021-2022	2022-2023
	ACTUALS	ADOPTED BUDGET	PROJECTED	ADOPTED BUDGET
Police Admin	\$ 5,136,825	\$ 5,524,629	\$ 5,617,107	\$ 5,695,776
Crime Prevention	\$ 468,879	\$ 526,700	\$ 587,817	\$ 538,534
Investigation	\$ 1,998,834	\$ 2,369,323	\$ 2,369,323	\$ 2,463,131
Patrol	\$ 9,144,041	\$ 8,323,537	\$ 8,390,657	\$ 9,539,067
Police Records	\$ 400,062	\$ 424,750	\$ 424,750	\$ 656,641
Jail	\$ 451,596	\$ 451,308	\$ 526,084	\$ 467,143
Canine	\$ 343,423	\$ 39,306	\$ 39,306	\$ 3,500
Traffic	\$ 232,643	\$ 495,821	\$ 495,821	\$ 538,978
Parking Control	\$ 377,078	\$ 393,191	\$ 423,191	\$ 470,694
Communications	\$ 1,398,351	\$ 1,411,664	\$ 1,476,664	\$ 1,437,636
Police Training	\$ 514,720	\$ 497,562	\$ 454,573	\$ 565,612
Computer Services	\$ 155,700	\$ 205,700	\$ 360,700	\$ 376,200
Disaster Preparedness	\$ 59,500	\$ 59,500	\$ 59,500	\$ 59,500
Animal Control	\$ 395,200	\$ 360,200	\$ 360,200	\$ 374,600
TOTAL EXPENDITURE	\$21,076,852	\$21,083,191	\$21,585,693	\$23,187,012

Budget Overview and Significant Changes

For FY 2022-23, the Police Department has a projected increase of \$1,601,319 due primarily to personnel cost increases attributed to prior MOUs requirements. Revenues that the Police Department receive come primarily from fines, forfeitures, fees and grants and used to off-set expenses.



POLICE ADMINISTRATION

Police Administration reflects the costs associated with the Office of the Police Chief and all activities associated with the overall management, leadership, and direction of the Police Department. Police Administration includes professional standards, media relations, facility maintenance, budget management, grants, purchasing, payroll, contract administration, volunteer program, emergency/disaster management and accounts payable/receivable.

Areas of responsibility include:

- Formulation of long-range plans
- Manage program development
- Ensure policies and procedures reflect best practices and afford the greatest protection for employees and community.

2022/23 Goals and Objectives

Goals:

- Provide solid leadership to ensure the community continues to receive exceptional police service
- Ensure all laws are enforced and services are provided effectively, impartially, and ethically
- Encourage professional development and a succession plan to ensure continuous and seamless transfer of leadership
- Update department strategic plan.

Objectives:

- Continue to enhance relationships with all community stakeholders
- Ensure effective communication within the Department
- Design programs to maximize efficiency and utilization of resources based on community feedback and analysis of crime trends
- Provide appropriate training and professional development to management and supervisory personnel that will foster their preparation for future leadership opportunities
- Develop and update strategic plan through POST team building workshop



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Department Budget

POLICE ADMINISTRATION		2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	\$ 2,023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
FUND/FUNCTION/PROJECT: 1010-1000						
REVENUE						
42105	State Mandated Reimbursement	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	
43190	Other Public Safety Charges	2,000	2,000	2,000	\$ 2,000	
48100	General-Administration Donation	10,000	5,000	5,000	\$ 5,000	
48700	Gain on Sale of Property	1,600	-	-	\$ -	
48990	Other Revenue	-	-	-	\$ -	
TOTAL REVENUE		\$ 28,600	\$ 22,000	\$ 22,000	\$ 22,000	
PERSONNEL SERVICES						
50010	Regular Full-Time Employees	\$ 856,217	\$ 855,601	\$ 855,601	\$ 1,060,234	Police Chief - 100%, Executive Assistant to the Police Chief - 100%, (2) Police Captains - 100% each, Management Analyst - 100%, Property Evidence Clerk - 100%
50015	Regular Part-Time Employees	44,490	45,864	45,864	\$ 45,864	(1) Genl Maint Worker (100%), Admin Tech (100%),
50030	Overtime	-	-	-	\$ -	
50040	Vacation Pay	-	-	-	\$ -	
50050	Sick Leave Pay	-	-	-	\$ -	
50060	Holiday Pay	-	-	-	\$ -	
50110	Medicare Contribution	13,118	13,275	13,275	\$ 15,966	
50130	PERS Contribution-Employer	189,629	215,403	215,403	\$ 236,974	PERS Employer - Contribution
50131	PERS Unfunded Liability	2,921,252	3,451,668	3,451,668	\$ 758,312	
50210	Group Health Insurance	9,792	8,618	8,618	\$ 10,903	
50230	Group Life Insurance	1,080	1,742	1,742	\$ 1,998	
50240	Group LTD Insurance	6,010	5,984	5,984	\$ 6,881	
50290	Group Flex Benefits	79,920	79,920	79,920	\$ 105,733	
50400	Workers Compensation	74,379	74,697	74,697	\$ 82,140	
50710	Clothing Allowance	6,000	6,000	6,000	\$ 6,800	350000
50895	Vacancy Factor	(500,000)	(450,000)	(450,000)	\$ (350,000)	
50900	Pension Obligation Bond Allocation	-	-	-	\$ 2,409,442	
TOTAL PERSONNEL SERVICES		3,701,887	4,308,772	4,308,772	\$ 4,391,247	
OPERATING						
51250	Personnel Legal Fees	10,000	10,000	10,000	\$ 10,000	Legal fees relating to PD
51990	Other Professional Fees	55,000	30,000	38,961	\$ 30,000	Employment background investigations and recruitment costs
52120	Electric Utilities	60,000	60,000	100,000	\$ 80,000	Edison electric bill
52130	Gas Utilities	2,486	3,000	3,000	\$ 5,000	SoCal gas bill
52250	Cable and Satellite	2,000	2,000	2,000	\$ 2,000	Cable bill
52300	Janitorial	75,000	70,000	75,000	\$ 70,000	Janitorial contract
52320	Lawn/Landscape Care	2,500	2,500	2,500	\$ 2,500	Landscape for PD
52400	Maint-Buildings	43,000	30,000	45,637	\$ 30,000	Various services including A.C maintenance
53100	Dues and Subscriptions	6,000	6,000	6,000	\$ 6,000	Membership to professional organizations and publications
53200	Training, Conferences and Meetings	1,500	1,500	1,500	\$ 1,500	Cost of transportation, lodging, and food
53210	Police Admin Employee	5,000	-	5,000	\$ -	
53300	Postage	4,500	4,500	4,500	\$ 4,500	Postage for various mailings
53450	Motor Pool	44,000	37,243	37,243	\$ 63,999	Motor Pool calculations
53590	General Printing and Binding	2,500	2,500	2,500	\$ 2,500	Printing or special publications and recognitions
53800	Bank Service Charges	-	-	-	\$ 1,600	
53990	Other	3,500	3,500	3,500	\$ 3,500	Service to maintain building such as: alarm inspections, smoke detector
54000	Office Supplies	-	-	-	\$ -	Office supplies and accessories
54430	Clothing and Equipment	1,000	1,000	1,000	\$ 1,500	Clothing and accessories for maintenance crew
54620	Motor Fuels	500	500	500	\$ 500	Gas card use for long travel or alternative to City Yard gas
54710	Building Repair Supplies	5,000	4,000	4,000	\$ 4,000	Building materials, hardware, and tools
54990	General Supplies	22,910	22,910	22,910	\$ 22,910	Office and kitchen supplies
55600	Furniture and Fixtures	25,000	-	17,880	\$ -	
58900	Indirect Cost Allocation	1,063,542	924,704	924,704	\$ 962,520	
TOTAL OPERATING		1,434,938	1,215,857	1,308,335	\$ 1,304,529	
TOTAL POLICE ADMINISTRATION		\$ 5,136,825	\$ 5,524,629	\$ 5,617,107	\$ 5,695,776	



CRIME PREVENTION

The crime prevention activity manages specific programs that foster community partnerships to help prevent crime through education, community presentations, and an increased social media platform.

2022/23 Goals and Objectives

Goals:

- Educate property owners/landlords about Crime-Free Multi-Housing Program
- Develop increased cooperation between the Crime Prevention staff & Neighborhood Watch Groups
- Reduce the incidents of graffiti vandalism through social media education
- Educate the community and increase community awareness/support for crime prevention efforts through the Citizens Academy, social media interaction and informative posts

Objectives:

- Provide crime prevention training programs for apartment managers/property owners and local business groups
- Attend Neighborhood Watch and HOA meetings
- Plan and organize the annual National Night Out
- Abate graffiti and increase public information on how to effectively report graffiti vandalism
- Continue to implement the Community Impact Team (C.I.T.)
- Utilize ABC grant funding for education, inspections and enforcement.
- Provide informational social media post to educate and/or notify the community in regards to criminal activity, and how to report such information when necessary.



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CRIME PREVENTION (including sub-programs)		2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
FUND/FUNCTION: 1010-1110						
REVENUE						
42113	AB 109 Realignment (1010-CP15)	\$ -	\$ -	\$ -	\$ -	
42113	AB 109 Realignment (1010-CP20)	42,506	-	-	42,506	
43140	Alarm Fees (1010-CP02)	115,000	140,000	140,000	120,000	
48100	Donations and Contributions	500	500	500	500	
48780	Late Fees (1010-CP02)	3,000	3,000	3,000	3,000	
TOTAL REVENUE		\$ 161,006	\$ 143,500	\$ 143,500	\$ 166,006	
PERSONNEL SERVICES						
50010	Regular Full-Time Employees	\$ 140,753	\$ 212,150	\$ 212,150	\$ 229,925	Police Sergeant - 100%, Community Services Specialist - 100%
50010	Regular Full-Time Employees (1010-CP02)	47,763	46,539	46,539	53,920	Community Services Officer - 100%
50015	Regular Part-Time Employees	-	-	-	-	
50030	Overtime	28,000	18,000	28,000	18,000	
50030	Overtime (1010-CP15)	8,438	-	8,438	8,438	
50030	Overtime (1010-CP20)	42,679	-	42,679	42,679	
50035	Compensation Time	-	-	-	-	
50035	Safe Alm Compensation	-	-	-	-	
50040	Vacation Pay	-	-	-	-	
50040	Safe Alm Vacation (1010-CP20)	-	-	-	-	
50050	Sick Leave	-	-	-	-	
50060	Holiday Pay	9,971	-	-	12,126	
50110	Medicare Contribution	2,207	3,120	3,120	3,710	
50110	Medicare Contribution (1010-CP02)	693	697	697	830	
50110	Medicare Contribution (1010-CP15)	-	-	-	-	
50130	PERS Contribution-Employer	38,878	46,620	46,620	52,655	PERS Employer - Contribution
50130	PERS Contribution-Employer (1010-CP02)	5,485	5,467	5,467	5,850	
50210	Group Health Insurance	1,632	3,520	3,520	1,816	
50210	Group Health Insurance (1010-CP02)	1,632	1,749	1,749	1,816	
50230	Group Life Insurance	180	360	360	360	
50230	Group Life Insurance (1010-CP02)	180	180	180	180	
50240	Group LTD Insurance	1,061	1,500	1,500	588	
50240	Group LTD Insurance (1010-CP02)	333	335	335	294	
50290	Group Flex Benefits	13,320	26,640	26,640	24,139	
50290	Group Flex Benefits (1010-CP02)	13,320	13,320	13,320	12,703	
50400	Workers Compensation	12,073	17,629	17,629	19,879	
50400	Workers Compensation (1010-CP02)	4,337	4,226	4,226	4,897	
50400	Workers Compensation (1010-CP15)	-	-	-	-	
50710	Clothing Allowance	1,500	3,000	3,000	3,000	
50710	Clothing Allowance (1010-CP02)	-	1,500	1,500	1,500	
TOTAL PERSONNEL SERVICES		374,435	406,552	467,669	499,305	
OPERATING						
51000	Management Fees (1010-CP02)	24,000	24,000	24,000	30,000	Service Fee by PMAM
53100	Dues and Subscriptions	-	-	-	-	
53100	Dues and Subscriptions (1010-CP02)	175	175	175	-	Membership to alarm association
53300	Postage (1010-CP02)	-	-	-	-	
53450	Motor Pool	64,119	89,823	89,823	4,329	Motor Pool calculations
53590	General Printing and Binding	500	500	500	-	Printing of informational brochures and flyers
54430	Clothing and Equipment	250	250	250	-	Volunteer uniforms
54430	Clothing and Equipment (1010-CP01)	400	400	400	400	Volunteer uniforms
54990	General Supplies	3,500	3,500	3,500	3,000	Crime Prevention give-aways and promotions
54990	General Supplies (1010-CP10)	1,500	1,500	1,500	1,500	Printing and publications
TOTAL OPERATING		94,444	120,148	120,148	39,229	
TOTAL CRIME PREVENTION		\$ 468,879	\$ 526,700	\$ 587,817	\$ 538,534	



INVESTIGATIONS

The Investigations Unit is responsible for the investigation of crime and the presentation of cases to the District Attorney's Office for prosecution.

2022/23 Goals and Objectives

Goals:

- Provide timely, responsive investigative follow up for all crimes
- Monitor probation and parolee population
- Monitor Sex Registrants and increase compliance through current laws
- Monitor and manage evidence from cleared investigations
- Utilize the associate planner in Crime Prevention through Environmental design (CEPTED)
- Investigate local Internet Crimes Against Children (ICAC) through the Los Angeles Task Force.
- Utilize the Crime Impact Team to target crime trends and improve the quality of life of residents.

Objectives:

- Use Crime Analysis to assess and monitor crime trends
- Work regionally with our various partners to solve investigations
- As staffing allows, participate in regional taskforces
- Provide relevant Crime Prevention through Environmental Design (CPTED) feedback on site plan reviews and permits.



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INVESTIGATIONS			2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
FUND/FUNCTION/PROJECT: 1010-1120							
REVENUE							
42114		Prop 69-DNA	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	
43119		Police Fee-Other	2,500	2,500	2,500	2,500	
TOTAL REVENUE			\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	
PERSONNEL SERVICES							
50010		Regular Full-Time Employees	\$ 1,165,400	\$ 1,427,842	\$ 1,427,842	\$ 1,412,668	Police LT (100%), Police SGT (100%), (8) Police Officers, (2) Police Records Clerk (100%), Court Officer (100%)
50015		Regular Part-Time Employees	39,000	43,065	43,065	43,065	Associate Planner (100%)
50030		Overtime	100,000	90,000	90,000	90,000	
50060		Holiday Pay	-	-	-	76,784	
50086		Longevity Pay				6,840	
50110		Medicare Contribution	17,683	21,598	21,598	21,798	
50130		PERS Contribution-Employer	254,673	327,070	327,070	321,026	PERS Employer - Contribution
50210		Group Health Insurance	17,952	19,482	19,482	16,491	
50230		Group Life Insurance	1,980	2,597	2,597	2,226	
50240		Group LTD Insurance	8,228	10,085	10,085	4,202	
50290		Group Flex Benefits	143,391	167,560	167,560	158,285	
50400		Workers Compensation	89,883	114,405	114,405	124,543	
50710		Clothing Allowance	15,100	18,100	18,100	15,800	
TOTAL PERSONNEL SERVICES			1,853,290	2,241,804	2,241,804	2,293,728	
OPERATING							
51330		Medical Fees	9,000	9,000	9,000	15,000	Various medical exams
51990		Other Professional Fees	18,000	8,000	8,000	8,000	Various services including: transcription, fingerprinting, etc.
52640		Rentals-Motor Vehicles	2,000	2,000	2,000	2,000	Vehicle rentals for undercover assignments
53100		Dues and Subscriptions	2,100	2,100	2,100	2,100	Memberships and publications to investigate organizations
53450		Motor Pool	103,964	97,919	97,919	131,303	Motor Pool calculations
53990		Other	3,500	3,500	3,500	3,500	Misc office supplies
54430		Clothing and Equipment	1,000	500	500	500	Badges and nametags
54620		Motor Fuels	500	500	500	3,000	Fuel purchase when city yard gas is inaccessible
54990		General Supplies	5,480	4,000	4,000	4,000	Office supplies
TOTAL OPERATING			145,544	127,519	127,519	169,403	
TOTAL INVESTIGATIONS			\$ 1,998,834	\$ 2,369,323	\$ 2,369,323	\$ 2,463,131	



PATROL

The Patrol Division functions 24 hours, 7 days per week, patrolling the streets and neighborhoods of the community. Three school resource officers are assigned to the four high school campuses in Covina. The Patrol Division utilizes Lieutenants, Sergeants, Field Training Officers, Patrol Officers, Traffic Officers, the Police Canine Officers, and Community Service Officers to effectively accomplish its duties.

The Patrol Division is the largest work unit within the Police Department with functions that include:

- Providing efficient and effective law enforcement and customer service to the community
- Enhancing the quality of life through community partnership in conjunction with service area policing
- Working collaboratively to deliver efficient services
- Utilize available resources such as crime analysis, predictive policing, etc. to address and create solutions to crime trends and problems

2022/23 Goals and Objectives

Goals:

- Provide excellent and efficient law enforcement services
- Proactive response to crime trends, quality of life issues, etc.
- Provide homeless outreach/mental health evaluation team

Objectives:

- Assign adequate number of personnel to key areas identified by service area lieutenants in collaboration with community members input
- Assess data available in various computer systems (CAD/RMS, etc.) to respond to trends and form short and long-term solutions to quality of life issues (crimes, community problems, etc.).
- Maintain patrol staffing levels through active recruitment



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PATROL		2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
FUND/FUNCTION/PROJECT: 1010-1130						
REVENUE						
42090	Other Federal Grants	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	
42115	Public Safety Augmentation	400,000	400,000	400,000	400,000	
42500	Resource School District Revenue (1010-PP40)	5,000	140,000	140,000	140,000	
43119	Police Fee-Other	5,000	5,000	5,000	5,000	
43119	Police Fee-Other (1010-PP03)	12,000	12,000	12,000	30,000	
44100	Court Fines	230,000	380,000	380,000	380,000	
48100	Patrol - Donations	57,000	-	-	-	
48990	Patrol - Other Revenue	5,000	5,000	5,000	-	
49120	Transfer-Special Revenue Fund	180,000	180,000	180,000	300,000	
TOTAL REVENUE		\$ 904,000	\$ 1,132,000	\$ 1,132,000	\$ 1,265,000	
PERSONNEL SERVICES						
50010	Regular Full-Time Employees	\$ 4,463,020	\$ 4,423,111	\$ 4,423,111	\$ 4,793,357	(3) Police LT (100% each), (6) Police SGT (100% each), (31) Police Officers (100% each), (2) Community Services Officers (100% each)
50010	Patrol Res Officer Regular Full-time (1010-PP40)	296,274	-	-	112,582	
50015	Regular Part-Time Employees	123,200	83,600	83,600	83,600	(2) Reserve Police Officers (100% each), (3) Police Cadets (100% each)
50015	Regular Part-Time Employees (1010-PP40)	43,000	45,713	45,713	180,000	1 - Police Officer (PT)
50030	Overtime	600,000	575,000	645,000	600,000	
50030	Overtime (1010-PP03)	10,000	10,000		20,000	
50030	Overtime (1010-PP10)	28,445	20,000	20,000	20,000	
50030	Overtime (1010-PP40)	47,362	47,362	47,362	20,000	
50060	Holiday Pay	307,607	263,818	263,818	347,736	
50060	Holiday Pay (1010-PP40)	21,176	-	-	8,439	
50086	Longevity Pay				9,996	
50110	Medicare Contribution	71,764	70,026	70,026	76,004	
50110	Medicare Contribution (1010-PP03)	145	145	145	400	
50110	Medicare Contribution (1010-PP40)	5,292	663	663	1,642	
50130	PERS Contribution-Employer	969,062	858,276	858,276	917,819	PERS Employer - Contribution
50130	PERS Contribution-Employer (1010-PP40)	69,620	11,698	11,698	16,295	
50210	Group Health Insurance	58,752	55,621	55,621	62,040	
50210	Group Health Insurance (1010-PP40)	4,896	-	-	1,849	
50230	Group Life Insurance	7,740	8,318	8,318	8,252	
50230	Group Life Insurance (1010-PP40)	540	-	-	180	
50240	Group LTD Insurance	33,638	33,092	33,092	15,100	
50240	Group LTD Insurance (1010-PP40)	2,244	-	-	294	
50290	Group Flex Benefits	520,353	485,476	485,476	550,586	
50290	Group Flex Benefits (1010-PP40)	34,625	-	-	15,720	
50400	Workers Compensation	403,803	392,298	392,298	452,796	
50400	Workers Compensation (1010-PP10)	-	-	-	2,000	
50400	Workers Compensation (1010-PP40)	29,545	4,151	4,151	26,692	
50710	Clothing Allowance	55,500	58,500	58,500	52,500	
50710	Clothing Allowance (1010-PP40)	4,500	-	-	1,500	
TOTAL PERSONNEL SERVICES		\$ 8,212,103	\$ 7,446,868	\$ 7,506,868	\$ 8,397,779	
OPERATING						
51330	Medical Fees	3,500	2,000	2,000	2,000	Medical services for suspects and victims
51410	Police Services	57,710	57,710	57,710	66,688	Annual contract for Foothill Air Support Team
51450	Red Light Camera Contract	194,220	194,220	194,220	194,220	Service payments for redlight camera program
51990	Other Professional Fees	5,000	5,000	5,000	5,000	Background investigations and county district attorney services
52450	Maint-Motor Vehicles	22,000	12,000	12,000	12,000	Equipment repairs and retrofits for patrol vehicles
52490	Maint-Other Equipment	1,100	1,100	1,100	1,100	Office equipment repairs
53450	Motor Pool	447,070	510,189	510,189	813,330	Motor Pool calculation
53990	Other	500	500	500	500	Various office supplies
54420	General Patrol Tactical Equipment	158,009	-	-	-	
54430	Clothing and Equipment	22,880	25,000	25,000	25,000	Uniforms and accessories
54620	Motor Fuels	500	500	500	2,000	Fuel card expense
54990	General Supplies	19,450	19,450	19,450	19,450	Office and electronic supplies and maintenance
55600	Furniture and Fixtures	-	-	7,120	-	
55900	Other Equipment	-	49,000	49,000	-	
TOTAL OPERATING		931,939	876,669	883,789	1,141,288	
TOTAL PATROL		\$ 9,144,041	\$ 8,323,537	\$ 8,390,657	\$ 9,539,067	



POLICE RECORDS

As the central repository for all incident reporting, the Records Unit is responsible for processing, storing, and disseminating of all Police Department public documents. Activities include:

- Auditing reports and incidents in the Records Management System for use in monthly reporting and crime analysis
- Scanning reports and documents into an imaging system for permanent storage and retrieval
- Duplicating and distributing reports for court action and fulfillment of State and Federal requirements
- Duplicating reports in response to requests by state and federal agencies, law enforcement agencies, companies, and individuals
- Responding to discovery requests, subpoenas, and public records act requests
- Entering restraining orders into the California Law Enforcement Telecommunications System
- Processing employment applications through the Department of Justice
- Conducting record searches for immigration backgrounds and visa letters
- Processing National Crime Information Center (NCIC) Validations
- Receiving payments, issuing receipts, balancing cash, and preparing daily deposits
- Accepting finance deposits from Property & Evidence
- Processing releases for recovered, stored, or impounded vehicles
- Verifying Countywide Warrant System Warrant Notices
- Answering and routing calls as appropriate
- Receiving the public at the front counter and assisting customers
- Processing background checks for state and federal agencies, law enforcement agencies, county agencies, and municipalities
- Data entering Field Interview Cards and 602 PC Trespassing Cards
- Processing Due Diligence Warrant Reports
- Assisting Investigations with various requests and other support related duties
- Auditing and processing annual overnight parking permits
- Scanning administrative parking reviews into an imaging system
- Data entering handwritten parking citations
- Duplicating and distributing juvenile reports for court action and fulfillment of State and Federal requirements



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2022/23 Goals and Objectives

Goals :

- Provide a high level of customer service by responding to requests in a timely and efficient manner
- Keep current with auditing reports and incidents in the Records Management System to provide investigators with an up-to-date database for case management and statistical reporting requirements
- Reduce liability by maintaining a well-trained, informed staff

Objectives:

- Maintain staffing levels
- Ensure that all staff is fully trained in department policies and procedures and that all State and Federal mandates are met
- Implement the National Incident Based Reporting System (NIBRS)
- Implement a new Citation Management and Collection System

Department Budget

POLICE RECORDS			2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
FUND/FUNCTION/PROJECT: 1010-1140							
REVENUE							
43101		Police Fee-VIS	\$ 100	\$ 100	\$ 100	\$ 100	Visa Letter
43113		Police Fee-VEH	1,200	1,200	1,200	1,200	Vehicle Repossession Fees
43114		Police Fee-CIT	2,000	2,000	2,000	2,000	Citation Fees
43116		Police Fee-Vehicle Impound	9,000	15,000	15,000	15,000	Vehicle Release Fees
43118		Police Fee-TC/Crime Reports	12,000	12,000	12,000	12,000	Traffic/Collision Report Fees
43119		Police Fee-Other	13,000	13,000	13,000	10,000	Permit fees for events and business activities
43130		Finger Printing Fees	500	500	500		
TOTAL REVENUE			\$ 37,800	\$ 43,800	\$ 43,800	\$ 40,300	
PERSONNEL SERVICES							
50010		Regular Full-Time Employees	\$ 221,309	\$ 225,050	\$ 225,050	\$ 406,169	Police Records Supervisor (100%), (3) Police Records Clerks (100% each)
50015		Regular Part-Time Employees	42,110	59,432	59,432	20,755	(3) Police Records Clerks (100% each)
50030		Overtime	23,097	23,097	23,097	23,097	
50086		Longevity Pay	-	-	-	1,706	
50110		Medicare Contribution	3,877	4,185	4,185	6,307	
50130		PERS Contribution-Employer	25,861	26,056	26,056	44,743	PERS Employer - Contribution
50210		Group Health Insurance	4,896	5,256	5,256	10,917	
50230		Group Life Insurance	720	720	720	1,260	
50240		Group LTD Insurance	1,570	1,598	1,598	2,755	
50290		Group Flex Benefits	42,912	44,670	44,670	96,409	
50400		Workers Compensation	8,060	9,036	9,036	14,473	
50710		Clothing Allowance	3,900	3,900	3,900	6,300	
TOTAL PERSONNEL SERVICES			\$ 378,312	\$ 403,000	\$ 403,000	\$ 634,891	
OPERATING							
52470		Maint-Office Equipment	20,000	20,000	20,000	20,000	Copier Lease payment and maintenance agreement
54430		Clothing and Equipment	500	500	500	500	Uniforms and accessories
54990		General Supplies	1,250	1,250	1,250	1,250	Various office supplies
TOTAL OPERATING			21,750	21,750	21,750	21,750	
TOTAL POLICE RECORDS			\$ 400,062	\$ 424,750	\$ 424,750	\$ 656,641	



JAIL

The Jail division is responsible for the booking, housing, welfare, monitoring and temporary detention of persons who have been arrested and are pending a court appearance or release from custody. Adult detainees are generally held for a maximum of 48 hours, excluding weekends or holidays. In 2021, 2,256 people were booked and housed in the Covina Jail; and 20 were juveniles.

2021/22 Goals and Objectives

Goals:

- Pass jail inspections and custodial audits by Federal, State and County agencies and maintain compliance with changes Title 15 of the California Code of Regulations
- Increase safety
- Reduce liability
- Train staff on custodial issues such as arrest/control, dealing with those with mental health issues and the PREA (Prison Rape Elimination Act)

Objectives:

- Address/correct any deficient areas. Make modifications/improvements as necessary to maintain compliance with all regulations
- Regularly update policies/procedures associated to make sure they are contemporary with current case law and/or new statutes
- Monitor those in custody through the implementation of recorded video within the jail facility
- Ensure jail staff attends the 24 hours of required training hours per year as suggested by State of California Standards and Training for Corrections (STC)
- Implement inmate monitoring software



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JAIL			2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
FUND/FUNCTION/PROJECT: 1010-1150							
42105		State Mandated Reimburseme	\$ 2,500	\$ 5,000	\$ 5,000	\$ 5,000	
TOTAL REVENUE			\$ 2,500	\$ 5,000	\$ 5,000	\$ 5,000	
PERSONNEL SERVICES							
50010		Regular Full-Time Employees	\$ 225,939	\$ 234,485	\$ 234,485	\$ 237,942	(4) Jailers - 100% each
50015		Regular Part-Time Employees	21,700	23,193	23,193	23,193	
50030		Overtime	40,958	40,958	110,958	50,000	
50060		Holiday Pay	16,810	17,451	17,451	14,051	
50110		Medicare Contribution	3,900	4,078	4,078	4,175	
50130		PERS Contribution-Employer	28,392	29,355	29,355	27,503	PERS Employer - Contribution
50210		Group Health Insurance	6,528	5,210	5,210	5,406	
50230		Group Life Insurance	720	720	720	720	
50240		Group LTD Insurance	1,723	1,800	1,800	1,212	
50290		Group Flex Benefits	53,280	41,322	41,322	46,876	
50400		Workers Compensation	17,146	23,236	23,236	25,065	
50710		Clothing Allowance	4,500	6,000	6,000	4,500	
TOTAL PERSONNEL			\$ 421,596	\$ 427,808	\$ 497,808	\$ 440,643	
OPERATING							
52305		Laundry Services	12,000	12,000	12,000	15,000	Blanket and towel laundry service
52400		Maint-Buildings	500	500	500	500	Minor repairs in jail
52695		Jail Services	5,000	-	-	-	
54430		Clothing and Equipment	1,500	1,500	1,500	1,500	Uniforms and accessories
54990		General Supplies	11,000	9,500	9,500	9,500	Jailer/inmate supplies and Cost of annual food service from LA County
55900		Other Equipment	-	-	4,776		
TOTAL OPERATING			30,000	23,500	28,276	26,500	
TOTAL JAIL			\$ 451,596	\$ 451,308	\$ 526,084	\$ 467,143	



CANINE UNIT

The Canine Unit supports and assists both the Operations and Support Services Divisions of the Police Department. The canine team is highly trained and can be deployed in a number of situations to supplement or even replace personnel. The significant tasks of the canine unit include:

- Crime prevention and suppression through visibility
- Apprehension of suspects
- Building and area searches for objects/evidence/suspects
- Officer/citizen/community protection
- Narcotics detection
- Building community support through interaction and demonstration
- Conducting foot patrols

2021/22 Goals and Objectives

Goals:

- Provide specialized or supplemental assistance to both Divisions
- Increase public awareness and generate public support through canine team demonstrations and the use of social media

Objectives:

- Participate in standardized weekly/monthly/annual training
- Be prepared and ready to assist all Divisions in a multitude of operations
- Participate in canine demonstrations to promote the unit
- Seek financial support from local non-profit groups.



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CANINE UNIT			2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
FUND/FUNCTION/PROJECT: 1010-1160							
REVENUE							
48100		Donation and Contribution	\$ -	\$ -	\$ -	\$ 6,000	
TOTAL REVENUE			\$ -	\$ -	\$ -	\$ 6,000	
PERSONNEL SERVICES							
50010		Regular Full-Time Employees	\$ 203,855	\$ -	\$ -		
50030		Overtime	38,806	38,806	38,806	-	
50060		Holiday Pay	14,334	-	-	-	
50110		Medicare Contribution	3,207	-	-	-	
50130		PERS Contribution-Employer	30,710	-	-	-	
50210		Group Health Insurance	3,264	-	-	-	
50230		Group Life Insurance	360	-	-	-	
50240		Group LTD Insurance	1,542	-	-	-	
50290		Group Flex Benefits	26,489	-	-	-	
50400		Workers Compensation	17,356	-	-	-	
50710		Clothing Allowance	3,000	-	-	-	
TOTAL PERSONNEL SERVICES			342,923	38,806	38,806	-	
OPERATING							
53100		Dues and Subscriptions	500	500	500	500	Dog license and other K-9 association fees
54990		General Supplies	-	-	-	3,000	
TOTAL OPERATING			500	500	500	3,500	
TOTAL CANINE UNIT			\$ 343,423	\$ 39,306	\$ 39,306	\$ 3,500	



TRAFFIC

The Traffic Enforcement Unit is responsible for enforcing traffic-related laws, completing traffic collision investigations, reducing accidents through education and enforcement, monitoring of the Red Light Camera system and tracking applicable grant funding. All City Management Services (ACMS) provides crossing guard services and is also funded in this activity.

2022/23 Goals and Objectives

Goals:

- Mitigate and decrease collisions in the city
- Enforce DUI and licensing laws
- Promote efficient investigations through proper utilization of equipment, advanced planning and ongoing education of officers

Objectives:

- Identify high frequency collision locations through the use of software programs and data analysis
- Provide input and recommendations for improving or changing traffic flows and employ enforcement
- When applicable, administer and apply traffic and CHP grant funding to enforcement operations
- Update and monitor master diagrams for patrol personnel. Ensure specialized equipment is contemporary and regularly utilized. Use CHP grant award to purchase these equipment.



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TRAFFIC		2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
FUND/FUNCTION: 1010-1200						
REVENUE						
42500	School District	\$ 20,000	\$ 4,000	\$ 4,000	\$ 15,000	Reimbursement from School Districts for School Crossing Guard Services
TOTAL REVENUE		\$ 20,000	\$ 4,000	\$ 4,000	\$ 15,000	
PERSONNEL SERVICES						
50010	Regular Full-Time Employees	\$ 112,991	\$ 232,969	\$ 232,969	\$ 238,001	(2) Police Officer - 100%
50030	Overtime	10,000	10,000	10,000	10,000	
50060	Holiday Pay	7,380	15,155	15,155	17,784	
50110	Medicare Contribution	1,767	3,393	3,393	3,698	
50130	PERS Contribution-Employer	16,921	48,090	48,090	51,830	PERS Employer - Contribution
50210	Group Health Insurance	1,632	3,552	3,552	3,659	
50230	Group Life Insurance	180	360	360	360	
50240	Group LTD Insurance	849	1,146	1,146	588	
50290	Group Flex Benefits	13,320	26,640	26,640	29,640	
50400	Workers Compensation	8,936	18,349	18,349	20,616	
50710	Clothing Allowance	1,500	3,000	3,000	3,000	
TOTAL PERSONNEL SERVICES		\$ 175,476	\$ 362,654	\$ 362,654	\$ 379,176	
OPERATING						
51430	Crossing Guard Services	56,167	132,167	132,167	158,802	Annual service cost for All City Management crossing guard service
52450	Maint-Motor Vehicles	-	-	-	-	
52490	Maint-Other Equipment	300	300	300	300	Calibration of equipment
54430	Clothing and Equipment	500	500	500	500	Uniforms and accessories
54990	General Supplies	200	200	200	200	Office supplies
TOTAL OPERATING		57,167	133,167	133,167	159,802	
TOTAL TRAFFIC		\$ 232,643	\$ 495,821	\$ 495,821	\$ 538,978	



PARKING CONTROL

Parking control is deployed to ensure the best use of parking, to encourage turnover of timed parking spaces, aid the flow of traffic, and ease congestion to encourage patrons to visit Covina and its businesses and residents. This program includes supervision of line personnel and the management of contracts that provide for the collection and processing of fees associated with parking enforcement. The City contracts with Inter-Con Security for daytime and over-night parking enforcement.

2021/22 Goals and Objectives

Goals:

- Identify parking needs and issues in and around congested businesses
- Promote public awareness of parking laws and the appropriate use of available parking that satisfy the needs of both consumers/businesses
- Strengthen the working relationships between the Police Department and affected business owners
- Monitor commuter parking areas for compliance of permit rules

Objectives:

- Monitor the municipal lots/structures for parking compliance and issue citations as necessary/appropriate
- Interact with members of the public to provide direction as to parking compliance
- Attend meetings, provide input and listen to concerns
- Enhance enforcement and collection of fines and delinquent payments through available technology and systems.



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PARKING CONTROL		2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
FUND/FUNCTION: 1010-1300						
REVENUE						
43119	Police Fee-Other	\$ -	\$ -	\$ -	\$ -	
43150	Overnight Parking Fees	285,000	350,000	350,000	350,000	
44200	Parking Fines	360,000	500,000	500,000	500,000	
TOTAL REVENUE		\$ 645,000	\$ 850,000	\$ 850,000	\$ 850,000	
OPERATING						
51410	Police Services	\$ 180,000	\$ 180,000	\$ 210,000	\$ 210,000	Parking citation services with PAM and court fees
51880	Parking Enforcement Services	160,847	185,847	185,847	185,847	Inter-Con Security service contract
51990	Other Professional Fees	3,000	3,000	1,693	3,000	Parking permit web hosting fees and parking citation hearing services
52490	Maint-Other Equipment	4,000	4,000	4,000	4,000	Parking permit machine maintenance/contract
53100	Dues and Subscriptions	135	135	135	135	Parking association dues
53450	Motor Pool	17,596	9,709	9,709	41,712	Motor Pool calculations
53590	General Printing and Binding	4,000	3,000	4,307	6,000	Paper supplies for citation devices and printing
53800	Bank Service Charges	7,500	7,500	7,500	20,000	Credit card processing fees
54990	General Supplies	-	-	-	-	
TOTAL OPERATING		\$ 377,078	\$ 393,191	\$ 423,191	\$ 470,694	
TOTAL PARKING CONTROL		\$ 377,078	\$ 393,191	\$ 423,191	\$ 470,694	



COMMUNICATIONS

The Communications Unit is responsible for the operations of radio and telephone communications for the Covina Police Department. The unit's role is to prioritize and process calls for public safety services, provide information and customer service to citizens, and direct resources and equipment where needed to ensure public safety. The Covina Dispatch Center is a primary PSAP (Public Safety Answering Point) for the 9-1-1 System, including wireless and text 9-1-1 calls. The dispatch center is the first point of contact between the Police Department and the public. It operates 24 hours per day, seven days per week, and is staffed by a minimum of two dispatchers at all times.

The unit is staffed with ten full-time civilians who are responsible for receiving complaints and emergency calls from citizens, retrieving information for patrol officers, and dispatching patrol officers to calls for service. The 911 center averages 86,598 phone calls per year and dispatches police to approximately 40,000 calls for service.

2022/23 Goals and Objectives

Goals:

- Provide prompt service to emergency calls from the public. Directs and controls emergency calls from the public for police, fire, and medical assistance by dispatching the appropriate resources promptly, effectively, and efficiently.
- Facilitates communications with other police agencies.
- Recruit and retain candidates
- Ensure best practices in customer service are employed by the unit through ongoing training and monitoring

Objectives:

- Ensure all dispatchers receive specialized training. With the continued changing needs of public safety and POST mandates, each dispatcher requires up-to-date information to perform their duties and mitigate the department's civil liabilities.
- Take an active role in the recruitment of potential dispatchers in order to obtain the best-qualified candidates. Potential candidates will tour and participate in hands-on observation of the Communications Center.



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COMMUNICATIONS			2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
FUND/FUNCTION/PROJECT: 1010-1410							
REVENUE							
43119	LVPD	Police Fee-Other	\$ -	\$ 2,000	\$ 2,000	\$ 2,000	
TOTAL REVENUE			\$ -	\$ 2,000	\$ 2,000	\$ 2,000	
PERSONNEL SERVICES							
50010		Regular Full-Time Employee	\$ 710,387	\$ 730,337	\$ 730,337	\$ 739,797	Public Safety Communications Supervisor (100%), (10) Public Safety Dispatchers
50015		Regular Part-Time Employee	31,510	29,728	29,728	29,728	Public Safety Dispatcher - 100%
50030		Overtime	175,000	175,000	240,000	180,000	
50030		Overtime (LVPD)	-	-	-	-	
50035		Compensation Time	-	-	-	-	
50040		Vacation Pay	-	-	-	-	
50050		Sick Leave	-	-	-	-	
50060		Holiday Pay	51,950	52,950	52,950	55,823	
50110		Medicare Contribution	11,713	12,013	12,013	12,587	
50110		Medicare Contribution (LVPD)	-	-	-	-	
50130		PERS Contribution-Employee	92,758	90,850	90,850	68,582	PERS Employer - Contribution
50210		Group Health Insurance	16,320	15,619	15,619	16,286	
50230		Group Life Insurance	1,980	1,980	1,980	1,980	
50240		Group LTD Insurance	5,413	5,570	5,570	3,804	
50290		Group Flex Benefits	130,919	125,610	125,610	146,088	
50400		Workers Compensation	53,651	54,507	54,507	59,961	
50400		Workers Compensation (LVPD)	-	-	-	-	
50710		Clothing Allowance	14,250	15,000	15,000	10,500	
TOTAL PERSONNEL SERVICES			\$ 1,295,851	\$ 1,309,164	\$ 1,374,164	\$ 1,325,136	
OPERATING							
52200		Telephone	60,000	60,000	60,000	70,000	Annual Telephone Costs
52220		Radio Units	40,000	40,000	40,000	40,000	Comnet radio membership fee and radio repair service
52490		Maint-Other Equipment	1,000	1,000	1,000	1,000	Purchase of specialty dispatch equipment/supplies
53990		Other	100	100	100	100	Misc repairs
54430		Clothing and Equipment	800	800	800	800	Uniforms and accessories
54990		General Supplies	600	600	600	600	Various office supplies
TOTAL OPERATING			\$ 102,500	\$ 102,500	\$ 102,500	\$ 112,500	
TOTAL COMMUNICATIONS			\$ 1,398,351	\$ 1,411,664	\$ 1,476,664	\$ 1,437,636	



POLICE TRAINING

Professional, contemporary and consistent training of all employees is an integral part of an efficient law enforcement organization. Effective training programs maximize organization effectiveness while helping to minimize the liability exposure due to the actions of employees. For police departments, the State of California mandates a number of training courses that includes a minimum of 24 hours of P.O.S.T. approved training every two years for both sworn officers and public safety dispatchers. The civilian jailers are required to attend 24 hours of training every year. Training ranges from the basic police academy to management and executive development and also includes job specific training for specialized positions. Civilian training includes topics such as public records act, customer service, crisis communications, report writing and custodial officer training for jailers. The Training Unit handles all firearms related training including less lethal munitions training, and arrest-control tactics training within the department for all sworn officers.

2022/23 Goals and Objectives

Goals:

- Assess the department wide Training Plan for each job classification
- Coordinate training needs outlined in the Training Plan to maximize ratio of training versus budget allocation.
- Continue to develop officers from within the organization to become subject matter experts to maximize the in-house training opportunities
- Provide updated training in active shooter scenario concepts

Objectives:

- Complete P.O.S.T. Certified Instructors Courses as well as training classes associated with specific subject matter
- Adhere to the department wide training plan to ensure required training is achieved
- Continue to provide mental health training
- Look for training opportunities especially those with reimbursable costs.
- Hold POST Team Building Workshop for management and supervisory training and strategic planning.



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Department Budget

POLICE TRAINING			2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
FUND/FUNCTION/PROJECT: 1010-1440							
REVENUE							
42117		POST Subvention	\$ 4,000	\$ 12,500	\$ 12,500	\$ 12,500	POST Training Reimbursement
TOTAL REVENUE			\$ 4,000	\$ 12,500	\$ 12,500	\$ 12,500	
PERSONNEL SERVICES							
50010		Regular Full-Time Employees	\$ 150,070	\$ 156,071	\$ 156,071	\$ 166,948	Police Sergeant - 100%
50030		Overtime	85,000	75,000	75,000	75,000	
50030		Overtime (1010-PT02)	18,898	12,500	-	12,500	
50030		Overtime (1010-PT04)	58,162	58,162	-	100,000	
50110		Medicare Contribution	3,409	2,312	2,312	2,504	
50110		Medicare Contribution (1010-PT02)	275	-	-	-	
50110		Medicare Contribution (1010-PT04)	844	-	-	-	
50130		PERS Contribution-Employer	38,711	40,323	40,323	43,190	PERS Employer - Contribution
50210		Group Health Insurance	1,632	1,741	1,741	1,811	
50230		Group Life Insurance	180	180	180	180	
50240		Group LTD Insurance	1,056	1,099	1,099	294	
50290		Group Flex Benefits	12,729	13,320	13,320	15,720	
50400		Workers Compensation	12,373	12,373	12,373	12,984	
50710		Clothing Allowance	1,500	1,500	1,500	1,500	
TOTAL PERSONNEL SERVICES			\$ 384,839	\$ 374,581	\$ 303,919	\$ 432,631	
OPERATING							
52400		Maint-Buildings (1010-PT02)	7,350	5,500	-	5,500	Cleaning and Maintenance service for shooting range
52690		Rentals-Other Equipment (1010-PT02)	860	860	-	860	Rental of Burro Canyon outdoor shooting range
53100		Dues and Subscriptions	1,621	1,621	1,621	1,621	
53210		Employee Training	70,050	65,000	93,533	75,000	Department-wide training cost including training fees, lodging, etc.
54350		Special Supplies (1010-PT02)	50,000	50,000	55,500	50,000	Firearms and range supplies, cleaning supplies, equipment maintenance
TOTAL OPERATING			\$ 129,881	\$ 122,981	\$ 150,654	\$ 132,981	
TOTAL POLICE TRAINING			\$ 514,720	\$ 497,562	\$ 454,573	\$ 565,612	



COMPUTER SERVICES

This is the cost center for the Police Department's service maintenance and licensing of all software and equipment which includes the computer aided dispatch/records management system, the citywide cameras and all police radios and mobile data computers.

2022/23 Goals and Objectives

Goals:

- Provide staff with properly maintained equipment and software applications needed to assist in creating a productive and efficient work environment.

Objectives:

- Maintain reliability and connectivity with all software and equipment.
- Provide continual maintenance to current equipment and establish replacement schedules to keep up with innovations
- Continue to train and educate employees as new technology is introduced.

Department Budget

COMPUTER SERVICES			2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
FUND/FUNCTION/PROJECT: 1010-1450							
REVENUE							
49120		Special Revenue	\$ -	\$ -	\$ -	\$ -	
TOTAL REVENUE			\$ -	\$ -	\$ -	\$ -	
OPERATING							
52480		Maint-Computer Hardware/Softwr	\$ 150,000	\$ 200,000	\$ 355,000	\$ 370,500	Various computer software, hardware, and maintenance
54000		Office Supplies	5,700	5,700	5,700	5,700	Office and tech supplies
TOTAL OPERATING			\$ 155,700	\$ 205,700	\$ 360,700	\$ 376,200	
TOTAL COMPUTER SERVICES			\$ 155,700	\$ 205,700	\$ 360,700	\$ 376,200	



DISASTER PREPAREDNESS

The Disaster Preparedness activity is responsible for coordinating and managing the City's response to a major earthquake or other disasters.

2022/23 Goals and Objectives

Goals:

- Provide training to city personnel in emergency management
- Participate in county-wide emergency management training exercises
- Maintain the readiness of the City's Emergency Operations Center (EOC)

Objectives:

- Complete additional training courses on the Incident Command Management System (ICMS) which may include additional table-top exercises
- Continue to re-evaluate the set-up of EOC to determine operational readiness
- Continue to fund emergency management consultant to help with the above goals and objectives.

Department Budget

DISASTER PREPAREDNESS		2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
FUND/FUNCTION: 1010-1700						
OPERATING						
51005	Consulting Fees	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	Emergency Preparedness Consulting
52200	Telephone	4,000	4,000	4,000	4,000	Cost of telephones and satellite phone for EOC
53100	Dues and Subscriptions	3,500	3,500	3,500	3,500	Annual dues for Area D
54990	General Supplies	2,000	2,000	2,000	2,000	EOC supplies
TOTAL OPERATING		\$ 59,500	\$ 59,500	\$ 59,500	\$ 59,500	
TOTAL DISASTER PREPAREDNESS		\$ 59,500	\$ 59,500	\$ 59,500	\$ 59,500	



ANIMAL CONTROL

Animal control services are provided pursuant to a contract with Inland Valley Humane Society (Pomona). Services include dog licensing, retrieval of injured/deceased animals, sheltering services, veterinary care and enforcement of all animal laws.

2022/23 Goals and Objectives

Goals:

- Provide the highest quality of service in a cost effective manner
- Promote awareness of animal services and regulations
- Promote health and safety of animals

Objectives:

- Monitor and evaluate the quality of service and maintain close working relationships with Animal Control.
- Promote dog license canvassing.

Department Budget

ANIMAL CONTROL		2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
FUND/FUNCTION: 1010-1800						
REVENUE						
41100	Animal Licenses	\$ 62,000	\$ 100,000	\$ 100,000	\$ 100,000	Revenue received from dog licenses, renewals and fines used to offset cost of service with Inland Valley Humane Society
TOTAL REVENUE		\$ 62,000	\$ 100,000	\$ 100,000	\$ 100,000	
OPERATING						
51440	Animal Control Fees	\$ 395,000	\$ 360,000	\$ 360,000	\$ 374,400	Annual cost of Animal Control Service from Inland Valley Humane Society
54990	General Supplies	200	200	200	200	Various office supplies
TOTAL OPERATING		\$ 395,200	\$ 360,200	\$ 360,200	\$ 374,600	
TOTAL ANIMAL CONTROL		\$ 395,200	\$ 360,200	\$ 360,200	\$ 374,600	



Fire Department FY 2022/23 Adopted Budget

Department Overview

The City of Covina's fire suppression, prevention, education, permitting/planning, and inspection services are provided pursuant to a contract with the Los Angeles County Fire Department.

Programs and Services

The County of Los Angeles Fire Department is divided into five Bureaus: North Region Operations, East Region Operations, Central Region Operations, Special Services, and Fire Prevention, each of which is managed by a Deputy Chief. Each Operational Bureau is comprised of two to four geographical divisions. Each Division is overseen by an Assistant Fire Chief, who reports directly to the Deputy Chief.

There are a total of nine Divisions in the County. Divisions, in turn, are comprised of Battalions; there are two to three Battalions in each Division. Battalions are managed by Battalion Chiefs, who oversee from six to twelve fire stations, depending on the size of the Battalion.

The City of Covina, which is served by Battalions 2 and 16 in Division II, has three fire stations – Fire Station 152, Fire Station 153, and Fire Station 154. Services provided include: Fire Suppression, Emergency Medical Service (Paramedics), Hazardous Materials, Health HazMat, Urban Search and Rescue, Lifeguard Services, K-9 (search and arson), Helicopters (fire & rescue), and Large Animal Rescue Operations. Non- Emergency Services include: free blood pressure checks, public assistance, Safe House, snake removal, forestry Services, Safe Haven, Community Emergency Response Team (CERT) training, fire prevention, station tours and Explorer Programs.

Department Budget Summary

FIRE DEPARTMENT		2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
FUND/FUNCTION: 1010-1600						
REVENUE						
43185	Fire Paramed Pass Thru	\$ 275,000	\$ 275,000	\$ 275,000	\$ -	Amount collected and remitted to the City by County as reimbursement for services provided
TOTAL REVENUE		\$ 275,000	\$ 275,000	\$ 275,000	\$ -	
OPERATING						
51420	Fire Protection	\$ 11,085,663	\$ 11,975,759	\$ 11,975,759	\$ 12,008,428	Includes costs provided by LA County
52120	Fire Suppression - Electric Utilities	-	-	-	-	
52130	Fire Suppression - Gas Utilities	-	-	-	-	
TOTAL OPERATING		11,085,663	11,975,759	11,975,759	12,008,428	
TOTAL FIRE SUPPRESSION		\$ 11,085,663	\$ 11,975,759	\$ 11,975,759	\$ 12,008,428	

Budget Overview and Significant Changes

The Adopted FY 22-23 budget reflects a dollar increase imposed by the County of \$32,669.



Public Works Department

FY 2022/23 Adopted Budget

Department Overview

The Public Works Department develops, operates, and maintains safe, efficient, and high-quality infrastructure systems including:

- 35 miles of arterial roadways.
- 81 miles of residential roadways.
- 230 miles of curb and gutter.
- 9,485 street trees that comprise our urban forest.
- 4,000 traffic signs.
- Over 1,000,000 square feet of sidewalk.
- 102 miles of water mains served through 8,623 water meters and service connections.
- 1,059 fire hydrants.
- Nine water reservoirs with a capacity of approximately 20 million gallons.
- Six booster pump stations serving five pressure zones.
- 105 vehicles and fuel-powered heavy equipment, including 54 police vehicles.
- 96 pieces of portable equipment.
- Unleaded, diesel, and compressed natural gas fueling facilities that are used by City forces, emergency responders, and local school districts.
- Five (5) electric vehicle charging station locations.
- Two parking structures, eleven municipal parking lots, and a commuter rail station.
- Maintenance of City and Park facilities.
- 121 miles of public sanitary sewer.
- One sanitary sewer lift station.
- 845 City owned street, decorative street lights and municipal parking lights.
- 50 City-owned traffic signals.
- 35 Bus Shelters equipped with Solar Lighting.
- 45 Pole-Mounted Solar Lights at City bus stops.
- 100 metal benches at City bus stops and 20 metal benches in Downtown Covina.
- 125 steel trash receptacles and 20 big belly units located citywide.

In addition to maintaining public infrastructure, the Public Works Dept. is also responsible for:

- Annual Arbor Day tree planting in an effort to re-forest Covina.
- Clean-up of illegally dumped materials in the public right of way, including furniture, shopping carts, household hazardous materials, and discarded items.
- General graffiti and weed abatement and litter control in the City right-of-way.
- Repainting of curb markings, street markings and crosswalks.
- Cleaning of gutters, stormwater drainage channels, stormwater catch basins, and continual cleaning and maintenance of the City's sanitary sewer lines.
- Patching of potholes and sidewalk repairs.



Public Works Department FY 2022/23 Adopted Budget

Programs and Services

The Public Works Department accomplishes its work activities through a combination of fund sources, including: City General Funds, Internal Service Funds, Enterprise Funds, and Special Revenue Funds. Department program activities by fund source include:

- General Fund
 - General Administration
 - Graffiti Removal
 - Engineering
 - Streets
 - Street Lighting
 - Traffic Control
 - Park Maintenance
- Internal Service Fund
 - Central Equipment
 - Building Maintenance
- Enterprise Funds
 - Water Utility
 - Environmental Services
 - Sanitary Sewer
- Special Revenue Funds
 - State Gasoline Tax
 - SB:1 Road Maintenance and Rehabilitation Fund
 - Proposition A Local Return Transportation Funds
 - Proposition C Local Return Transportation Funds
 - Measure M Local Return Funds
 - Measure R Local Return Transportation Funds
 - Measure W Safe, Clean Water Initiative
 - State Transportation Development Act (TDA) Funds
 - Air Quality Improvement Funds
 - Municipal Parking Assessment District
 - Street Lighting Assessment District
 - Street Trees and Landscape Assessment District
 - Shoppers Lane Parking Improvement Area
 - State Department of Conservation Beverage Grant Funds
 - State Oil Payment Program Grant Funds

Department Budget Summary

Expenditures by Program				
Program	2020-2021	2021-2022	2021-2022	2022-2023
	ACTUALS	ADOPTED BUDGET	PROJECTED	ADOPTED BUDGET
General Administration	\$ 217,010	\$ 215,890	\$ 215,890	\$ 350,388
Graffiti Removal	\$ 500	\$ 500	\$ 500	\$ 500
Engineering	\$ 229,861	\$ 226,114	\$ 226,114	\$ 491,512
Streets	\$ 1,461,506	\$ 881,358	\$ 881,358	\$ 1,268,896
Street Lighting	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000
Traffic Control	\$ 146,320	\$ 141,500	\$ 141,500	\$ 124,200
Yard Center (Now Building Maintenance)	\$ 252,740	\$ 276,531	\$ 276,531	\$ -
Park Maintenance	\$ 956,125	\$ 991,648	\$ 991,648	\$ 1,033,639
Civic Center (Now Building Maintenance)	\$ 117,433	\$ 125,662	\$ 125,662	\$ -
Total Expenditure	\$ 3,681,495	\$ 3,159,204	\$ 3,159,204	\$ 3,569,135



Public Works Department

FY 2022/23 Adopted Budget

Budget Overview and Significant Changes

For Fiscal Year 2022/23, the Public Works Department's Adopted Fiscal Year budget has been developed to show the true cost of all operating divisions, including those divisions funded by special or restricted funds.

The most significant changes in the Adopted budget is the reallocation of personnel costs to reflect the actual costs incurred by specific job assignments amongst the various functions to reduce General Fund costs and maximize the use of restricted funds.

Budget highlights include the following:

- Closed out two municipal parking lot improvement projects, Covina Park Walking / Bike Trail and Badillo Street Rehabilitation Project.
- Completion of a comprehensive facility needs assessment for Covina City Hall, Public Library, City Yard, Aquatics and Park Center, Recreation Center Offices and the Covina Police Station.
- Continue annual street tree grid trimming. We have completed the entire City over the past 5 years and are scheduled to trim approximately 2,000 street and park trees this FY.
- Development and engineering support of the FY 2022 CIP Budget totaling \$25.77 million.
- Implementing Pavement Preservation and Median Beautification Programs which includes \$1.5 million in Gas Tax, Measure R, and Measure M funding.
- Gas Tax funding for street, street light, and traffic signal operations, and Measure M funding for pothole and concrete repair.
- Replaced 2.5 miles of 50+ year old deteriorated water main that has out lived its useful life.
- Continued efforts to manage water conservation.
- Water supply strategy to maximize use of Covina Irrigating Company water and minimize use of imported water.
- Emphasis on compliance with Sewer System Management Plan (SSMP), which requires all sewer lines to be cleaned annually, hot spots to be cleaned monthly, and CCTV inspection of sewer collection system every five years.
- Managed increased costs of implementing requirements of municipal stormwater permit without dedicated funding source.
- Closed out Covina Senior and Community Center Design-Build project.
- Increased costs of implementing requirements of municipal stormwater permit without dedicated funding source.
- Completed Water Master Plan and Rate Study.
- Initiated competitive procurement/selection processes for catch basin inserts.



Public Works Department FY 2022/23 Adopted Budget

Public Works Administration

The Public Works Administrative Services Division provides oversight, administrative support, and customer service for each of the Department's divisions. These activities include the preparation of the Department's operating budget; monthly revenue and expenditure reports; production and management of the Department's Capital Improvement Program budget; projection and monitoring of departmental revenues; maintenance and administration of employee personnel files, reports, and information; personnel recruitment, evaluation, and training; processing of all purchasing-related documents and monitoring of purchase order status; monitoring of state and federal legislation that may impact the Public Works Department; development and oversight of the Department's safety program including all Cal-OSHA compliance; centralized word-processing for all divisions; contract management, such as the graffiti removal contract services and requests, city-wide janitorial services, and city owned facility HVAC maintenance; and preparation of miscellaneous reports, studies, and analyses, as needed.

Department Budget

PUBLIC WORKS ADMINISTRATION		2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
FUND/FUNCTION: 1010-2000						
PERSONNEL SERVICES						
50010	Regular Full-Time Employees	\$ 23,276	\$ 16,632	\$ 16,632	\$ 18,376	Public Works Director - 6.5%, Public Works Manager - 5%
50040	Vacation Pay	-	-	-	-	
50110	Medicare Contribution	337	231	231	264	
50130	PERS Contribution-Employer	2,673	1,887	1,887	1,700	PERS Employer - Contribution
50131	PERS Unfunded Liability	85,264	89,528	89,528	20,996	
50210	Group Health Insurance	302	173	173	91	
50230	Group Life Insurance	33	22	22	27	
50240	Group LTD Insurance	162	105	105	129	
50290	Group Flex Benefits	2,464	1,304	1,304	998	
50400	Workers Compensation	605	108	108	941	
50900	Pension Obligation Bond				104,089	
TOTAL PERSONNEL SERVICES		115,116	109,990	109,990	147,612	
OPERATING						
52200	Telephone	9,500	9,300	9,300	9,300	Cost of telephone service
53100	Dues and Subscriptions	1,500	1,500	1,500	1,500	APWA, CPRS, MSA, MMASC, etc.
53200	Training, Conferences and Meetings	-	1,000	1,000	1,000	Various conferences and trainings
53300	Postage	125	125	125	125	FedEx and UPS postage costs
53450	Motor Pool	19,085	27,167	27,167	27,381	Motor Pool calculation
53990	Other	-	-	-	-	
54000	Office Supplies	1,500	1,500	1,500	1,500	Various office supplies
58900	Indirect Cost Allocation	70,183	65,308	65,308	161,970	
TOTAL OPERATING		101,893	105,900	105,900	202,776	
TOTAL PUBLIC WORKS ADMINISTRATION		\$ 217,010	\$ 215,890	\$ 215,890	\$ 350,388	



Public Works Department

FY 2022/23 Adopted Budget

Graffiti Removal

A majority of Graffiti Removal Program expenditures are related to the cost of services provided by a contractor that removes graffiti in the public right-of-way throughout the City within 24 hours. The graffiti is recorded in a database before it is removed, and this database is used by the Covina Police Department to catalog vandalism and identify responsible parties.

This program area also supports the activities of graffiti removal volunteers by providing materials and equipment that these volunteers use on their regular weekly rounds to supplement the work of private contractors.

Department Budget

GRAFFITI REMOVAL		2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
FUND/FUNCTION: 1010-2010						
OPERATING						
51990	Other Professional Fees	\$ -	\$ -	\$ -	\$ -	
54990	General Supplies	500	500	500	500	Paint supplies as needed for use by volunteer graffiti crew
TOTAL OPERATING		500	500	500	500	
TOTAL GRAFFITI REMOVAL		\$ 500	\$ 500	\$ 500	\$ 500	



Public Works Department

FY 2022/23 Adopted Budget

Engineering Services

The Engineering Services Division provides design, post-design, contract administration, and compliance with the City's Capital Improvement projects to include: sanitary sewers, storm drains, domestic water storage, transmission systems, and public street improvements. The Engineering Division manages the use of the public right-of-way and the operation of the City's street lighting special district. Permits are issued and conditional requirements imposed on individuals and parties wishing to utilize public right-of-ways for personal or construction purposes to ensure compliance with the City's Municipal Code.

Department Budget

ENGINEERING			2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
FUND/FUNCTION: 1010-2100							
REVENUE							
41300		Engineering Permits	\$ 20,000	\$ 15,000	\$ 15,000	\$ 25,000	Engineering permit fees
43220		Staking-Inspection Service	-	-	-	-	
43250		Engineer Services-Other	180,000	220,000	220,000	452,512	Various Engineering services provided
TOTAL REVENUE			\$ 200,000	\$ 235,000	\$ 235,000	\$ 477,512	
PERSONNEL SERVICES							
50010		Regular Full-Time Employees	\$ 38,576	\$ 31,269	\$ 31,269	\$ 51,183	Public Works Director - 6.5%, City Engineer - 5%, Administrative Technician - 25%
50015		Regular Part-Time Employees	13,780	13,780	13,780	30,000	Administrative Intern - 100%
50040		Vacation Pay	-	-	-	-	
50110		Medicare Contribution	785	647	647	983	
50130		PERS Contribution-Employer	4,430	3,556	3,556	4,834	PERS Employer - Contribution
50210		Group Health Insurance	759	541	541	902	
50230		Group Life Insurance	84	61	61	110	
50240		Group LTD Insurance	269	215	215	332	
50290		Group Flex Benefits	5,570	3,781	3,781	3,463	
50400		Workers Compensation	499	430	430	1,763	
TOTAL PERSONNEL SERVICES			64,752	54,280	54,280	93,570	
OPERATING							
51530		Engineering Fees	125,000	125,000	125,000	130,000	Professional services, inspections, permits, etc.
51990		Other Professional Fees	2,465	-	-	150,000	
51990	WOMC	Other Professional Fees	-	-	-	-	
52200		Telephone	1,620	1,620	1,620	1,620	Cost of telephone service
53100		Dues and Subscriptions	3,760	3,760	3,760	4,115	Memberships to professional organizations
53200		Training, Conferences and Meetings	-	2,500	2,500	1,000	Various conferences and trainings
53300		Postage	300	300	300	300	Postage for RFP's
53450		Motor Pool	-	-	-	38,034	
53990		Other	-	-	-	-	
53540		Legal Notices and Publications	2,000	2,000	2,000	3,200	Legal notices for bids for construction projects
54000		Office Supplies	3,000	3,000	3,000	5,000	Business card printing, Office supplies as needed
54010		Duplicating/Copying Supplies	700	700	700	1,300	Engineering share of copy machine and printer cartridges, supplies for plotter
54100		Books	500	500	500	500	Various books for City Engineer
58900		Indirect Cost Allocation	25,764	32,454	32,454	62,873	
TOTAL OPERATING			165,109	171,834	171,834	397,942	
TOTAL ENGINEERING			\$ 229,861	\$ 226,114	\$ 226,114	\$ 491,512	



Public Works Department

FY 2022/23 Adopted Budget

Streets

The Streets Maintenance Division is responsible for maintaining 35 miles of arterial roadways, 81 miles of residential roadways, 230 miles of curb and gutter, 9,485 street trees, nearly 4,000 traffic signs (800 of which are classified as critical), and over 1 million square feet of sidewalk. In addition, the Streets Division is also responsible for operation of the City's Zone Maintenance Program which handles the cleaning of "orphaned" right-of-way areas, repainting of curb and street markings, cleaning of gutters and drainage channels, weed abatement, collection of illegally dumped items and hazardous materials in the public right-of-way, and general litter control.

Department Budget

STREETS		2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
FUND/FUNCTION: 1010-2200						
REVENUE						
48990	Other Revenue	\$ -	\$ -	\$ -	\$ -	
TOTAL REVENUE		\$ -	\$ -	\$ -	\$ -	
PERSONNEL SERVICES						
						Public Works Director - 6.5%, Public Works Manager - 10%, Management Analyst - 5%, Street Maintenance Foreman - 10%, Street Maintenance Worker II - 45%, (2) Street Maintenance Worker I - 10%, Street Maintenance Worker II - 10%, Street Maintenance Worker II - 15%, Street Maintenance Worker I - 20%, Street Maintenance Worker III - 60%
50010	Regular Full-Time Employees	\$ 188,122	\$ 141,195	\$ 141,195	\$ 169,983	
50015	Regular Part-Time Employees	3,111	9,855	9,855	22,665	
50030	Overtime	75,000	-	-	49,000	
50040	Street vacation	-	-	-	-	
50110	Medicare Contribution	2,757	2,185	2,185	2,648	
50130	PERS Contribution-Employer	21,602	16,019	16,019	17,788	PERS Employer - Contribution
50131	PERS Unfunded Liability	43,623	33,752	33,752	8,949	
50210	Group Health Insurance	4,431	3,161	3,161	4,185	
50230	Group Life Insurance	525	347	347	443	
50240	Group LTD Insurance	1,311	973	973	1,114	
50290	Group Flex Benefits	33,571	24,360	24,360	25,367	
50400	Workers Compensation	13,040	8,599	8,599	11,555	
50895	Vacancy	-	(150,000)	(150,000)	(50,000)	
50900	Pension Obligation Bond	-	-	-	44,364	
TOTAL PERSONNEL SERVICES		387,093	90,446	90,446	308,060	
OPERATING						
52100	Water Utilities	4,370	4,370	4,370	4,370	Azusa Light & Water, Golden State Water Meter Charges
52120	Electric Utilities	600	600	600	600	Electric Utility Charges
52200	Telephone	4,500	4,500	4,500	4,500	Cost of telephone services
52330	Tree Trimming Services	190,000	200,000	200,000	200,000	Tree & Landscape Services
52412	Maint-Street Infrastructure	150,000	-	-	-	
53100	Dues and Subscriptions	2,200	2,200	2,200	2,500	GoGov App
53210	Employee Training	2,000	4,000	4,000	4,000	Safety trainings for employees
53450	Motor Pool	216,102	185,669	185,669	221,827	Motor Pool calculation
54430	Clothing and Equipment	9,500	9,500	9,500	9,500	Employee uniform contract, City hats, boot allowance, etc.
54620	Motor Fuels	600	600	600	600	CNG Fuel
54990	General Supplies	35,000	35,000	35,000	35,000	Sang bag supplies, industrial/safety supplies, bee removal, general & vehicle supplies, sign supplies, small tools, replacement of old tools, etc.
58900	Indirect Cost Allocation	459,541	344,473	344,473	477,938	
TOTAL OPERATING		1,074,413	790,912	790,912	960,836	
TOTAL STREETS		\$ 1,461,506	\$ 881,358	\$ 881,358	\$ 1,268,896	



Public Works Department

FY 2022/23 Adopted Budget

Street Lighting

The Street Lighting Program supports the expenses involved in operating and maintaining the City's street lights. A majority of the program costs are dedicated to the payment of energy costs.

Department Budget

STREET LIGHTING		2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
FUND/FUNCTION: 1010-2300						
OPERATING						
52120	Electric Utilities	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	Edison, Inc Electricity costs
TOTAL OPERATING		300,000	300,000	300,000	300,000	
TOTAL STREET LIGHTING		\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	



Public Works Department FY 2022/23 Adopted Budget

Traffic Control

The Traffic Control Program involves funding expenditures related to operating and maintaining the City's system of traffic lights. A majority of the program costs are dedicated to energy costs and contract costs for a private company that performs maintenance on the forty-two City owned traffic signals.

Department Budget

TRAFFIC CONTROL		2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
FUND/FUNCTION: 1010-2350						
OPERATING						
52120	Electric Utilities	\$ 40,320	\$ 41,500	\$ 41,500	\$ 49,200	Edison, Inc Electricity costs
52418	Maint-Traffic Signal System	106,000	100,000	100,000	75,000	Various contracts for maintenance of City streetlights
TOTAL OPERATING		146,320	141,500	141,500	124,200	
TOTAL TRAFFIC CONTROL		\$ 146,320	\$ 141,500	\$ 141,500	\$ 124,200	



Park Maintenance

The Park Maintenance division maintains nine parks (55 acres), two ball fields, City Hall grounds, a rubberized walking / bike trail, and Library landscaping. Park development in the City has evolved over the past 94 years. Covina Park, established in 1921, is the oldest and most heavily used park.

The department strives to maintain quality green space and pays special attention to the needs of a healthy “urban forest.” Covina’s Park System has 1,236 trees that are maintained by contracted services and Park division staff. Since 2006, the urban forest has increased by 149 trees, partly due to a grant received from the Air Quality Management District.

The maintenance of City parks is handled through a combination of contracted services and in-house staff. Contracted services include landscape maintenance (mowing, edging, and trash removal), tree trimming and removal, and pest control. A key function of the division is to provide assistance and support to the many recreational programs offered by the department. The Park staff prepare fields, clean and maintains event and activity areas, assist with equipment transport and setup, repair equipment and address facility issues.

The Division staff also handles the following on a routine basis:

- Downtown and Shoppers Lane Maintenance (trash and debris removal)
- Building maintenance for all department facilities (Parks & Recreation office, Joslyn Center, Aquatics Center, Teen Center, Recreation Hall, outdoor restrooms, and Cougar Park Community Center)
- Playground inspections, maintenance and repairs
- Irrigation system inspections and repairs
- Electrical repairs
- Graffiti abatement
- Trail maintenance
- Litter removal
- Plumbing repairs
- Daily restroom cleaning for 7 locations
- Turf fertilization, aeration, and vertical mowing



Public Works Department FY 2022/23 Adopted Budget

Department Budget

PARK MAINTENANCE		2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
FUND/FUNCTION: 1010-2550						
REVENUE						
43320	Park Facilities Fees	\$ -	\$ -	\$ -	\$ -	
43320	Park Facilities Fees (1010-PM06)	-	-	-	-	
43320	Park Facilities Fees (1010-PM11)	-	-	-	-	
48990	Other Revenue	-	-	-	-	
TOTAL REVENUE		\$ -	\$ -	\$ -	\$ -	
PERSONNEL SERVICES						
						Public Works Director - 6.5%, Public Works Manager - 5%, Management Analyst - 5%, Park Maintenance Supervisor - 87.5%, Park Maintenance Foreman - 100%, Park Worker - 100%.
50010	Regular Full-Time Employees	\$ 247,142	\$ 247,171	\$ 247,171	\$ 266,059	
50015	Regular Part-Time Employees	55,000	55,000	55,000	55,000	
50030	Overtime	4,500	2,000	2,000	4,000	
50040	Vacation Pay	-	-	-	-	
50086	Longevity				2,000	
50110	Medicare Contribution	4,291	4,385	4,385	4,800	
50130	PERS Contribution-Employer	28,379	28,130	28,130	28,853	PERS Employer - Contribution
50210	Group Health Insurance	3,329	3,619	3,619	3,628	
50230	Group Life Insurance	547	550	550	547	
50240	Group LTD Insurance	1,723	1,726	1,726	1,830	
50290	Group Flex Benefits	36,710	35,945	35,945	40,110	
50400	Workers Compensation	21,120	20,792	20,792	21,542	
TOTAL PERSONNEL SERVICES		402,741	399,318	399,318	428,369	
OPERATING						
52100	Water Utilities	35,000	57,000	57,000	57,000	Azusa Light & Power Water Costs
52120	Electric Utilities	85,000	85,000	85,000	85,000	Edison, Inc Electricity costs
52120	Electric Utilities (1010-PM02)	-	-	-	-	
52130	Gas Utilities	1,200	1,200	1,200	1,200	The Gas Company natural gas usage
52150	Refuse Collection & Disposal	5,000	-	-	-	
52200	Telephone	4,500	4,500	4,500	4,500	Cost of telephone service
52300	Janitorial	24,808	37,008	40,508	40,508	Social Vocational Services cleaning contract for park restrooms, Janitorial contract
52310	Security Services	56,056	35,040	35,040	45,000	Power Security service contract
52320	Lawn/Landscape Care	183,944	203,544	200,044	202,424	Merchants Landscape maintenance contract
52400	Maint - Buildings	15,900	11,900	11,900	14,000	HVAC maintenance contract, Building repairs as needed
53100	Dues and Subscriptions	3,150	6,300	6,300	6,300	Facility Dude share of work order management system, Annual waste discharge fee
53200	Training, Conferences and Meetings	-	2,000	2,000	2,000	Park maintenance training, safety training for employees
53210	Employee training	-	2,000	2,000	2,000	
53450	Motor Pool Charges	61,129	62,351	62,351	53,911	Motor Pool calculation
54430	Clothing and Equipment	8,000	10,000	10,000	9,000	Employee uniforms, city hats, boot allowance, etc.
54520	Playground Supplies	7,200	12,500	12,500	10,000	Various playground supplies as needed
54730	Ground Materials	20,500	18,000	18,000	9,000	Playground fiber, cement, sand, woodchips, etc.
54770	Sign Repair Materials	1,000	1,000	1,000	1,000	Sign replacements at various parks
54780	Park Repair Supplies	12,000	12,000	12,000	12,000	Miscellaneous repair supplies, landscaping supplies, pest & rodent control, misc equipment
54990	General Supplies	17,500	15,000	15,000	20,000	Personal safety equipment, cleaning supplies, sprinkler parts, keys, locks, small tools, graffiti paint, etc.
58900	Indirect Cost Allocation	11,497	15,987	15,987	30,427	
TOTAL OPERATING		553,384	592,330	592,330	605,270	
TOTAL PARK MAINTENANCE		\$ 956,125	\$ 991,648	\$ 991,648	\$1,033,639	



Parks & Recreation

Department Overview

Parks Make Life Better!® is the current branding campaign of the California Parks and Recreation Society, the organization whose mission is to advance the park and recreation profession through education, networking, resources and advocacy. While “Parks Make Life Better!®” is a simple statement, it conveys a very powerful message. Parks and Parks & Recreation programs make lives and communities better **Now** and in the **Future** by providing:

- Access to the serenity and inspiration of nature
- Outdoor space to play and exercise
- Facilities for self-directed and organized recreation
- Positive alternatives for youth which help lower crime and mischief
- Activities that facilitate social connections, human development, therapy, the arts, and lifelong learning.

As the department continues to recover from the forced shutdown of programs, services, events, and activities due to the COVID-19 pandemic, staff have developed new ways of serving our community. Many of the long-standing traditional events have returned, and modified program formats that proved successful are flourishing. Attendance and associated revenues are still rebounding in some areas. The additional challenge of a limited workforce has kept many programs at lower capacities. Through all this, the Park & Recreation Department remains fully committed to providing services and programs that are essential to the quality of life in Covina.

Programs and Services

The Parks & Recreation Department offers programs and services for everyone in the community. Babies can have fun and learn in Parent & Me classes; youth can develop their athletic skills in a variety of sports programs; teens can learn valuable job skills as Leaders-in-Training; adults can travel to local areas of cultural interest; and seniors have the opportunity to learn, travel, socialize, and much more! Department programs include youth and adult sports, day camp, leisure classes, cultural excursions, aquatics, senior services, facility rentals, and city-wide special events.



Parks & Recreation Department

FY 2022/23 Adopted Budget

Department Budget Summary

Expenditure by Program

	2020-2021	2021-2022	2021-2022	2022-2023
Program	ACTUALS	ADOPTED BUDGET	PROJECTED	ADOPTED BUDGET
Administration	\$ 580,299	\$ 588,673	\$ 611,560	\$ 742,907
Community Relations	\$ 141,253	\$ 206,109	\$ 206,109	\$ 204,525
Recreation Services	\$ 459,058	\$ 694,527	\$ 642,128	\$ 725,991
Senior Services	\$ 281,489	\$ 366,635	\$ 322,971	\$ 432,501
Community Parade	\$ 101,067	\$ 164,202	\$ 164,202	\$ 177,742
Community - Special Events	\$ 6,199	\$ 25,221	\$ 25,221	\$ 27,550
Community Programs	\$ 13,156	\$ 53,471	\$ 63,980	\$ 66,475
Aquatics	\$ 217,274	\$ 295,939	\$ 320,939	\$ 305,461
Library Services	\$ 1,001,689	\$ 1,126,728	\$ 1,042,007	\$ 1,134,306
Total Expenditure	\$ 2,801,484	\$ 3,521,505	\$ 3,399,117	\$ 3,817,456

Revenue is generated through fees and sponsorships to partially offset department expenditures. For Fiscal Year 2022-2023, a revenue total of \$755,278 is projected.

Budget Overview and Significant Changes

The Parks & Recreation Department continues to “hold the line” with budget expenditures. As programs have been expanded and some new events added, the budget reflects revenue and sponsorships to cover those expenditures. The budget reflects MOU increases and minimum wage increases.



Administration

The Administration division provides leadership, guidance, short- and long-range planning, and policy direction for the department. The parks and recreation profession is challenged to deliver quality services to the community in the most cost-effective way possible.

The Administration division is responsible for the following functions:

- Customer Service – registration processing, telephone coverage, and information dissemination to over 25,000 customers per year.
- Clerical Support – typing, proof reading, office supply ordering, and forms maintenance.
- Personnel Functions – recruitment coordination (15-20 part-time employees are hired annually), interviewing and testing, personnel paperwork processing, staff rosters, and department policy handbooks.
- Financial Functions – coordination of department budget submittal, budget controls, accounts payable, accounts receivable, cash reports, payroll processing and part-time hours tracking, petty cash, and refunds.
- Website and Social Media – updating of department information on city website and posting of pertinent material to social media for promotion.

The department continues to use the online registration system, DaySmart (formerly DASH), which provides customers the option of registering any time from any computer, tablet or mobile device, as well as still being able to register by phone or in person. The option of online registration continues to be very popular, with more than 70% of customers registering online.

The Parks and Recreation Commission is handled by this division. The Commission meets on a bimonthly basis. Staff prepare agendas and minutes, and serve as liaisons to the Commission.

This division also administers the contracted Aquatics program.



Parks & Recreation Department

FY 2022/23 Adopted Budget

Department Budget

PARKS & RECREATION		2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
FUND/FUNCTION: 1010-3000						
PERSONNEL SERVICES						
50010	Regular Full-Time Employees	\$ 195,000	\$ 149,818	\$ 172,705	\$ 172,297	Director of Parks & Recreation and Library - 100%
50015	Regular Part-Time Employees	13,450	23,920	23,920	25,620	Office Assistant II
50035	Admin Comp time	-	-	-	-	
50040	Admin Vacation	-	-	-	-	
50110	Medicare Contribution	4,450	2,460	2,460	2,708	
50130	PERS Contribution - Employer	22,550	16,715	16,715	14,439	PERS Employer - Contribution
50131	PERS Unfunded Liability	170,896	191,854	191,854	42,192	
50210	Group Health Insurance	4,080	1,781	1,781	1,855	
50230	Group Life Insurance	450	180	180	180	
50240	Group LTD Insurance	1,980	1,024	1,024	1,177	
50290	Group Flex Benefits	33,300	13,320	13,320	15,720	
50400	Workers Compensation	13,756	13,803	13,803	8,722	
50900	Pension Obligation	-	-	-	209,164	
TOTAL PERSONNEL SERVICES		459,912	414,875	437,762	494,074	
OPERATING						
51005	Consulting Fees	13,600	13,600	13,600	-	Graphic design for Covina Today
52200	Telephone	3,852	3,900	3,900	4,080	Cost of telephone service
52300	Janitorial	-	5,115	5,115	300	Janitorial Services for P&R, Quarterly window cleaning
52310	Security Services	300	300	300	300	Security system monitoring
52400	Maint - Buildings	520	1,004	1,004	1,280	Miscellaneous building repairs
52450	Maint - Motor Vehicles	264	120	120	120	Washing of City van
52470	Maint-Office Equipment	2,520	2,640	2,640	2,880	Copier maintenance agreement
53100	Dues and Subscriptions	520	350	350	1,075	CPRS membership for Director and Manager, NRPA membership for Director
53200	Training, Conferences and Meetings	-	1,500	1,500	1,500	CPRS Conference, Chamber of Commerce Functions, Misc trainings
53300	Postage	5,600	18,850	18,850	19,400	Postage for city mailings, Covina today
53400	Mileage Reimbursement	200	150	150	-	Postage
53450	Motor Pool	1,750	8,673	8,673	19,249	Reimbursement for travel
53500	Promotion Advertising	17,027	40,000	40,000	45,200	Motor Pool calculation
53590	General Printing and Binding	200	230	230	200	Covina Today printing
53800	Bank Service Charges	8,000	7,000	7,000	6,500	Envelopes & Forms, handbooks, business cards
53990	Other	6,700	6,750	6,750	6,550	Credit card processing fees
54000	Office Supplies	1,200	1,200	1,200	1,200	Shredding service for document destruction, DASH software fees
54010	Duplicating/Copying Supplies	800	800	800	800	Office supplies, toner cartridges for printers
54300	Instructional and Training Supplies	150	150	150	150	Paper for printers and copy machine
54410	Food Supplies and Meals	300	300	300	300	Staff awards, training supplies
54610	Cleaning Supplies	100	150	150	150	Refreshments for staff training
54620	Motor Fuels	-	-	-	200	Toilet paper, paper towels, and cleaning supplies
54990	Park Admin	-	-	-	-	
58900	Indirect Cost Allocation	56,784	61,016	61,016	137,398	
TOTAL OPERATING		120,387	173,798	173,798	248,832	
TOTAL PARKS & REC ADMINISTRATION		\$ 580,299	\$ 588,673	\$ 611,560	\$ 742,907	



Community Relations

The Community Relations division provides support services to the other divisions within the department. These include design and development of promotional materials, posting information on park marquees, overseeing the park banner programs, documenting the history of the department through photographs and video, and press releases. Community Relations also maintains the event equipment inventory.

An important responsibility of the division is to raise money through sponsorships and donations (both monetary and in-kind) to support various programs within the department. Division staff has developed positive working relationships with service clubs and local businesses, which have been instrumental in helping staff attain sponsorship goals. Relationships developed through participation in Chamber of Commerce functions continues to provide new avenues for partnership opportunities.

Staff in this division also facilitate the Covina Today publication for the city. This includes preparing the department's materials, as well as working with other city departments on their submissions. Staff also work directly with the contracted printing company for final production of this quarterly brochure.

The Community Relations staff coordinate or assist in the facilitation of several special events, including Summer Evening Entertainment Series, Halloween event, Thunderfest Car Show and Music Festival, Covina Concert Band – 4th of July Pancake Breakfast and Patriotic Concert, and the Chalk Art Festival.

Community Relations staff also serve as the liaison to the Covina Concert Band and the Covina Farmers Market.



Parks & Recreation Department

FY 2022/23 Adopted Budget

Department Budget

PARKS & RECREATION		2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
FUND/FUNCTION: 1010-3100						
REVENUE						
43328	Community Involvement	\$ -	\$ 1,000	\$ 1,000	\$ -	Banner Hangings
TOTAL REVENUE		\$ -	\$ 1,000	\$ 1,000	\$ -	
PERSONNEL SERVICES						
50010	Regular Full-Time Employees	\$ 94,090	\$ 143,739	\$ 143,739	\$ 150,951	Parks & Recreation Supervisor - 100%, Recreation Coordinator - 100%
50015	Regular Part-Time Employees	9,960	1,082	1,082	577	
50110	Medicare Contribution	1,660	2,101	2,101	2,133	
50130	PERS Contribution-Employer	10,810	16,358	16,358	16,378	PERS Employer - Contribution
50210	Group Health Insurance	1,640	3,554	3,554	1,840	
50230	Group Life Insurance	180	360	360	360	
50240	Group LTD Insurance	660	1,002	1,002	1,053	
50290	Group Flex Benefits	13,320	26,640	26,640	17,520	
50400	Workers Compensation	5,113	5,163	5,163	6,793	
TOTAL PERSONNEL SERVICES		\$ 137,433	\$ 199,999	\$ 199,999	\$ 197,605	
OPERATING						
51600	Rec Program	-	-	-	250	CPRS membership for Supervisor, Covina Chamber of Commerce membership
53100	Dues and Subscriptions	335	335	335	570	CPRS membership for Supervisor, Covina Chamber of Commerce membership
53200	Training, Conferences and Meetings	200	1,000	1,000	1,600	CPRS Trainings/Conference, Chamber of Commerce mixers and meetings
54000	Office Supplies	100	200	200	250	Miscellaneous office supplies
54140	Award Supplies	315	650	650	650	Plaques for sponsors
54150	Promotion Supplies	2,870	3,850	3,850	3,600	Banner paper rolls, Texas marker ink, Clip art, Street banners, Heritage Plaza banners, Department promotional items
54210	Photography Supplies	-	75	75	-	Batteries, flash drives/CDs for picture storage
TOTAL OPERATING		\$ 3,820	\$ 6,110	\$ 6,110	\$ 6,920	
TOTAL COMMUNITY RELATIONS		\$ 141,253	\$ 206,109	\$ 206,109	\$ 204,525	



Recreation Services

A variety of programs are offered to the community through the Recreation Services division. The division strives to provide the highest quality programs at reasonable fees so that all members of the community have an opportunity to participate.

Youth Sports

Youth Sports programs within the Parks & Recreation Department have a long-standing tradition of not being traditional. The concepts of basic skill development and positive encouragement rule the playing fields, creating a nurturing environment for youth that are exploring sports for the first time, or just simply playing for the fun of it! Staff/coaches emphasize each child's individual skill development by raising self-esteem and developing a joy for the sport. Over the past year, over 1,200 registrations have been taken for Youth Sports programs. Sports, including Soccer, Flag Football, T-ball, Softball, Volleyball, and Basketball continue to be offered for 18 months-13 year olds.

Teen Programs

Two very successful teen programs include Leaders-in-Training (L.I.T.) and Covina's T.E.A.M. The L.I.T. program has been providing teens a positive way to spend their summers for more than 20 years. Participants assist in City departments where they gain valuable experience to help them reach their goals. Many of the department's current employees were once Leaders-in-Training. The 2021 program placed 18 teens in assignments. They collectively contributed 753 hours of volunteer assistance.

Started in 2011, Covina's T.E.A.M. (Teens Endeavor to Accomplish More) is a group of motivated teens that simply want to give back and help out. There are approximately 35 active members, and they assist in all areas of the community. Covina's T.E.A.M. has a standing engagement assisting seniors with technology during monthly "Tech Talks." The group is also very passionate about assisting Covina's less fortunate. Each year Covina's T.E.A.M. does a variety of activities that benefit local charities.

Day Camp

Camp Covina has been operating since 2009, and has been located at Cougar Park since 2015. The Summer Day Camp program usually accommodates 60 children each week for 10 weeks. A Spring Day Camp program was added in 2013. During this past year, enrollment was limited due to the continued safety protocols due to COVID-19. A total of 375 registrations were processed. Participants are provided with a safe and engaging recreational experience while away from school. Each day is packed full of adventure, physical activity, arts, and science.



Parks & Recreation Department

FY 2022/23 Adopted Budget

Summer Evening Entertainment Series

This sponsored program features live bands, children's movies, and the Covina Concert Band. The series returned to Covina park in summer 2021. The Monday evening concerts continue to be very popular, with several thousand in attendance throughout the summer.

Leisure Lifestyle Classes

One of the largest fee-based programs offered by the department is Leisure Lifestyle Classes. Approximately 30 contracted instructors offer over 100 different classes each quarter. Over 2,500 participants took part in a variety of classes this past year. Classes are offered for all ages, from babies to adults, and include the areas of education, arts and crafts, dance, music, fitness, sports, and many special interests.

Cultural Excursions

The Cultural Excursion program gives participants an opportunity to explore, discover, learn and experience people, places, and events. Fully escorted trips on deluxe motor coaches are offered monthly to destinations of cultural or historical interest, as well as entertainment venues. Participation in trips has rebounded since the pandemic, and almost 400 people registered during this past year. Trip fees cover all direct costs, and Proposition A transportation funds offset all or part of the bus costs.

Covina Concert Band

The City provides general fund assistance for event planning, logistical support and transporting of band equipment to and from various home and away concerts. The City also provides office space and practice space to the band at no charge. In order to help increase attendance at concerts, performances were moved to Heritage Plaza during Friday evening Farmers Market events. To compensate for the Band's lost revenue due to the closure of the snack bar at Covina Park, the city is now paying the band for their performances at city events.

Special Events

Several city-wide special events are reflected in the Recreation Services division. These include the Halloween event, Chalk Art Festival, Easter Egg Hunt, 5ks, and new Skate Parties and Cinco De Mayo Celebration. The coming year's Halloween event will be offered in cooperation with the Covina Downtown Merchants Association and will be held in the downtown area. The annual Chalk Art Festival returned in 2022 through a partnership with AutismHwy.com. Music, vendors and great art delight visitors, and bring awareness and understanding for individuals on the Autism Spectrum. The Citrus 5k walks continue to be popular and staff developed new Skate Party events, which have been well received.



Parks & Recreation Department

FY 2022/23 Adopted Budget

Department Budget

PARKS & RECREATION		2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
FUND/FUNCTION: 1010-3200						
REVENUE						
43311	Community Special Event Fees	\$ 5,400	\$ 21,950	\$ 11,950	\$ 18,105	Chalk art and Dia De Los Muertos sponsorships, Family Camp Out sponsorship, Dinner with Covina Farmers Market fees, Summer's End Concert vendors
43311	Community Special Event Fees (1010-RS26)	5,000	5,000	5,000	5,900	Participant Fees - Outdoor Fitness program
43314	Youth Sports Fees	12,000	12,000	12,000	14,598	Soccer Fees
43314	Youth Sports Fees (1010-RS03)	15,000	38,920	38,920	51,228	Basketball, LT Basketball, P&M Basketball registration and camp fees
43314	Youth Sports Fees (1010-RS05)	1,185	13,395	13,395	21,551	Softball and T-Ball Fees, LT T-Ball Fees
43314	Youth Sports Fees (1010-RS07)	15,160	14,160	14,160	17,680	Football Fees, Rugby/Lacrosse Fees, LT Football Fees
43314	Youth Sports Fees (1010-RS37)	11,850	9,720	9,720	18,990	LLC registration fees
43315	Leisure Program Fees (1010-RS32)	60,000	230,000	170,000	200,000	Excursion fees
43316	Cultural Excursion Fees (1010-RS33)	6,000	27,000	17,000	21,000	Summer weekly fees, Summer holiday week fees, T-shirts, Summer Middle School Camp fees, Spring Camp fees
43317	Peewee Recreation Fees (1010-RS11)	43,050	64,800	64,800	76,750	Chalk Art sponsorships, Dinner with Covina sponsors
48100	Donations and Contributions	7,500	2,000	2,000	-	Various sponsorships
48100	Donations and Contributions (1010-RS26)	4,000	16,000	16,000	14,800	Various sponsorships
48100	Donations and Contributions (1010-RS34)	3,500	4,700	4,700	3,100	Various sponsorships
TOTAL REVENUE		\$ 189,645	\$ 459,645	\$ 379,645	\$ 463,702	
PERSONNEL SERVICES						
50010	Regular Full-Time Employees	\$ 137,800	\$ 207,497	\$ 207,497	\$ 232,635	Parks & Recreation Supervisor - 100%, Parks & Recreation Supervisor - 50%, (2) Recreation Coordinators - 100% each
50010	Regular Full-Time Employees (1010-RS32)	37,140	-	-	-	
50015	Regular Part-Time Employees	13,080	8,967	8,967	11,192	PT program staff
50015	Regular Part-Time Employees (1010-RS03)	7,725	18,260	18,260	22,105	PT program staff
50015	Regular Part-Time Employees (1010-RS05)	712	9,532	9,532	11,066	PT program staff
50015	Regular Part-Time Employees (1010-RS07)	8,500	7,761	7,761	7,860	PT program staff
50015	Regular Part-Time Employees (1010-RS11)	25,000	46,728	46,728	51,940	Summer camp PT salaries, Middle School Camp PT salaries, Spring Camp PT salaries
50015	Regular Part-Time Employees (1010-RS13)	-	-	-	347	
50015	Regular Part-Time Employees (1010-RS26)	6,005	4,924	4,924	4,009	PT salaries (Mon-Thurs nights), Taste of Covina PT salaries, End of Summer concert series, In-Service trainings, etc.
50015	Regular Part-Time Employees (1010-RS31)	2,820	2,820	2,820	4,527	PT salaries for 4th of July event, Christmas Concert, Memorial Day event, Swing Festival, and Huntington Beach concert
50015	Regular Part-Time Employees (1010-RS32)	19,000	20,356	20,356	19,639	PT salaries for facility monitoring
50015	Regular Part-Time Employees (1010-RS33)	2,252	3,571	3,571	2,551	PT program staff
50015	Regular Part-Time Employees (1010-RS34)	1,040	1,120	1,120	1,249	PT program staff
50015	Regular Part-Time Employees (1010-RS37)	7,273	5,064	5,064	8,770	PT program staff
50110	Medicare Contribution	2,190	3,042	3,042	3,455	
50110	Medicare Contribution (1010-RS03)	300	265	265	321	
50110	Medicare Contribution (1010-RS05)	148	139	139	161	
50110	Medicare Contribution (1010-RS07)	124	113	113	114	
50110	Medicare Contribution (1010-RS11)	698	678	678	754	
50110	Medicare Contribution (1010-RS26)	88	72	72	58	
50110	Medicare Contribution (1010-RS31)	41	41	41	66	
50110	Medicare Contribution (1010-RS32)	816	296	296	285	
50110	Medicare Contribution (1010-RS33)	33	52	52	37	
50110	Medicare Contribution (1010-RS34)	16	17	17	19	
50110	Medicare Contribution (1010-RS37)	106	74	74	128	
50130	PERS Contribution-Employer	15,830	22,856	22,856	25,110	PERS Employer - Contribution
50130	PERS Contribution-Employer (1010-RS32)	4,270	-	-	-	PERS Employer - Contribution
50210	Group Health Insurance	3,270	5,259	5,259	5,449	
50210	Group Health Insurance (1010-RS32)	820	-	-	-	
50230	Group Life Insurance	360	540	540	540	
50230	Group Life Insurance (1010-RS32)	90	-	-	-	
50240	Group LTD Insurance	970	1,401	1,401	1,567	
50240	Group LTD Insurance (1010-RS32)	260	-	-	-	
50290	Group Flex Benefits	23,600	30,270	30,270	38,906	
50290	Group Flex Benefits (1010-RS32)	6,660	-	-	-	
50400	Workers Compensation	6,764	6,545	6,545	10,833	
50400	Workers Compensation (1010-RS03)	929	819	819	991	
50400	Workers Compensation (1010-RS05)	480	427	427	496	
50400	Workers Compensation (1010-RS07)	381	348	348	352	
50400	Workers Compensation (1010-RS11)	2,156	2,095	2,095	2,329	
50400	Workers Compensation (1010-RS26)	269	221	221	180	
50400	Workers Compensation (1010-RS31)	126	126	126	203	
50400	Workers Compensation (1010-RS32)	2,517	2,661	2,661	880	
50400	Workers Compensation (1010-RS33)	101	160	160	114	
50400	Workers Compensation (1010-RS34)	47	50	50	56	
50400	Workers Compensation (1010-RS37)	326	227	227	393	
TOTAL PERSONNEL SERVICES		\$ 343,133.00	\$ 415,394.00	\$ 415,394.00	\$ 471,709.00	



Parks & Recreation Department

FY 2022/23 Adopted Budget

Department Budget Cont.

OPERATING						
51350	Instructor Fees (1010-RS32)	42,000	161,000	119,000	140,000	Instructor payments
51600	Recreation Program Fees	3,000	5,500	5,500	3,350	Miscellaneous event fees
51600	Recreation Program Fees (1010-RS11)	2,880	6,185	6,185	5,615	Admission tickets, admission for staff, special event for Spring camp, MPLC movie license
51600	Recreation Program Fees (1010-RS26)	3,000	13,750	13,750	15,100	Miscellaneous event fees for Covina Concert series
51600	Recreation Program Fees (1010-RS31)	-	6,000	6,000	7,500	Covina Concert Band Performances
51600	Recreation Program Fees (1010-RS33)	2,000	18,000	8,000	10,000	Admission and meals for trips
52200	Telephone	4,740	2,940	2,940	3,816	Cost of cell phone services
52400	Maint- Buildings/Structures	-	-	-	-	
52490	Maint - Other Equipment (1010-RS26)	500	1,000	1,000	1,000	Sound system repairs
52690	Rentals-Other	2,900	800	800	1,300	Umbrella rental for chalk art
53010	General Insurance	5,450	5,700	5,700	3,800	Various event insurances
53010	General Insurance (1010-RS34)	400	400	-	400	Event insurance
53100	Dues and Subscriptions	350	350	350	525	CPRS membership for Supervisor and Coordinator
53100	Dues and Subscriptions (1010-RS32)	175	-	-	-	
53200	Training, Conferences and Meetings	1,400	1,400	1,400	2,800	Attending CPRS Conference and misc trainings
53200	Training, Conferences and Meetings (1010-RS11)	-	100	100	100	Trainings
53200	Training, Conferences and Meetings (1010-RS26)	-	60	60	60	Concert share
53440	Recreational Travel Services (1010-RS11)	-	1,800	1,800	2,000	Bus service
53440	Recreational Travel Services (1010-RS33)	3,000	4,550	4,550	3,900	Bus service (Not covered by Prop A)
53500	Promotion Supplies (1010-RS26)	800	1,000	1,000	800	Bandshell banner, Street banner, Sponsor banners
53590	General Printing and Binding	1,350	2,350	2,350	2,050	Nature Camp flyers/Chalk Art flyers
53590	General Printing and Binding (1010-RS03)	1,050	600	600	-	Program flyers/photo printing
53590	General Printing and Binding (1010-RS05)	724	300	300	-	Program flyers/photo printing
53590	General Printing and Binding (1010-RS07)	414	400	400	300	Program flyers/photo printing
53590	General Printing and Binding (1010-RS11)	1,000	300	300	250	Summer camp flyers/Spring camp flyers
53590	General Printing and Binding (1010-RS26)	800	700	700	600	Event flyers
53590	General Printing and Binding (1010-RS32)	4,080	4,140	4,140	2,000	Program flyers/recital invitations
53590	General Printing and Binding (1010-RS34)	380	200	200	200	Event flyers/Misc signs and posters
53590	General Printing and Binding (1010-RS37)	331	200	200	150	Program flyers/photo printing
54000	Office Supplies	80	60	60	130	Office supplies
54350	Special Supplies (1010-RS26)	180	-	-	-	
54410	Food Supplies and Meals	600	1,100	1,100	750	Miscellaneous meeting/event refreshments, Nature Camp daily snack, Family Camp Out food supplies
54410	Food Supplies and Meals (1010-RS11)	1,930	2,260	2,260	2,510	Snacks
54410	Food Supplies and Meals (1010-RS26)	50	100	100	100	Water, ice, etc.
54410	Food Supplies and Meals (1010-RS33)	540	900	900	600	Trip snacks
54410	Food Supplies and Meals (1010-RS34)	1,200	1,200	1,200	1,200	Candy
54430	Clothing and Equipment	700	800	800	1,890	Staff shirts and sweatshirts
54430	Clothing and Equipment (1010-RS11)	285	285	285	-	Hats, whistles, etc.
54510	Arts and Crafts Supplies	200	1,250	1,250	550	Chalk Art craft supplies, Dia De Los Muertos supplies
54510	Arts and Crafts Supplies (1010-RS11)	1,450	1,280	1,280	1,280	Craft supplies
54510	Arts and Crafts Supplies (1010-RS26)	500	600	600	600	Craft supplies
54510	Arts and Crafts Supplies (1010-RS34)	90	-	-	300	
54590	Recreation Supplies	2,800	8,930	8,930	10,805	Nature Camp daily art project, Nature Camp daily science project, Nature Camp miscellaneous supplies
54590	Recreation Supplies (1010-RS03)	8,354	7,932	7,932	10,283	T-shirts, supplies, prizes, paint, etc.
54590	Recreation Supplies (1010-RS05)	3,245	2,411	2,411	3,395	T-shirts, supplies, prizes, paint, etc.
54590	Recreation Supplies (1010-RS07)	3,801	2,963	2,963	3,988	T-shirts, supplies, prizes, paint, etc.
54590	Recreation Supplies (1010-RS11)	2,000	1,850	1,850	1,900	T-shirts, Games/equipment, Paper/office supplies
54590	Recreation Supplies (1010-RS26)	800	1,000	1,000	1,000	Giveaways for Tuesdays
54590	Recreation Supplies (1010-RS32)	-	50	50	50	Recital supplies, tennis balls
54590	Recreation Supplies (1010-RS34)	450	540	540	550	Trophies, ribbons, decorations, games
54590	Recreation Supplies (1010-RS37)	2,796	2,248	2,248	3,285	T-shirts, supplies, prizes, paint, etc.
54610	Cleaning Supplies	-	350	350	200	Cinco de Mayo even supplies
54610	Cleaning Supplies (1010-RS11)	200	200	200	200	Cleaning supplies
54610	Cleaning Supplies (1010-RS26)	250	300	300	300	Trash bags and cleaning supplies
54660	Chemical Supplies	200	200	200	200	First aid supplies
54680	Equipment Parts (1010-RS26)	500	600	600	600	PA cables, adapters, gaffer's tape
TOTAL OPERATING		\$ 115,925	\$ 279,133	\$ 226,734	\$ 254,282	
TOTAL RECREATIONAL SERVICES		\$ 459,058	\$ 694,527	\$ 642,128	\$ 725,991	



Senior Services

The Senior Services Division offers high quality programs and services to local seniors, including Special Events, Fee-based and Free Classes, Presentations and Seminars, Information and Referral Services, Case Management Services, Nutrition Program, Legal Assurance, Notary Services, and more.

The Senior Nutrition Program continues to operate as a weekly drive-thru meal pickup. It is estimated that the in-person daily lunch program will return by Spring 2023. Most of the other traditional senior programs have returned to be offered as in-person activities. While attendance continues to do well for in-person senior classes, other activities such as special events have not seen as much interest. Our older adult population stills seems hesitant to engage. Staff will continue their efforts to gauge the needs and wants of our local seniors and cater programming to meet that. A total of 786 seniors took part in classes in FY 2021-22, and 61 seniors were assisted by the legal assurance program.



Parks & Recreation Department

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Department Budget

PARKS & RECREATION		2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
FUND/FUNCTION: 1010-3500						
REVENUE						
43337	Senior Programs	\$ -	\$ -	\$ -	\$ -	
43337	Senior Programs (1010-SS01)	5,850	7,600	7,600	6,000	Senior special event fees
43337	Senior Programs (1010-SS02)	-	-	-	-	
43337	Senior Programs (1010-SS03)	12,000	13,000	13,000	16,000	Senior classes fees
48100	Donations and Contributions	500	1,000	1,000	1,000	Coffee sponsor and donations
48100	Donations and Contributions (1010-SS01)	2,500	2,500	2,500	2,000	Senior special event sponsorships
TOTAL REVENUE		\$ 20,850	\$ 24,100	\$ 24,100	\$ 25,000	
PERSONNEL SERVICES						
50010	Regular Full-Time Employees	\$ 117,130	\$ 156,976	\$ 156,976	\$ 159,667	Parks & Recreation Supervisor - 50%, Administrative Technician - 100%, Recreation Coordinator - 100%
50015	Regular Part-Time Employees	30,442	68,664	25,000	72,831	PT salaries for Senior Center and Bingo
50015	Regular Part-Time Employees (1010-SS01)	900	1,109	1,109	835	PT salaries for events
50015	Regular Part-Time Employees (1010-SS03)	-	-	-	-	
50030	Overtime	-	-	-	-	
50040	Senior vacation	-	-	-	-	
50110	Medicare Contribution	2,867	3,151	3,151	3,313	
50110	Medicare Contribution (1010-SS01)	14	17	17	13	
50110	Medicare Contribution (1010-SS03)	-	-	-	-	
50130	PERS Contribution-Employer	13,450	16,903	16,903	17,323	PERS Employer - Contribution
50210	Group Health Insurance	3,270	4,402	4,402	4,579	
50230	Group Life Insurance	360	450	450	450	
50240	Group LTD Insurance	820	1,037	1,037	1,100	
50290	Group Flex Benefits	26,640	26,640	26,640	39,300	
50400	Workers Compensation	8,857	8,394	8,394	10,343	
50400	Workers Compensation (1010-SS01)	40	50	50	37	
50400	Workers Compensation (1010-SS03)	-	-	-	-	
TOTAL PERSONNEL SERVICES		\$ 204,790.00	\$ 287,793.00	\$ 244,129.00	\$ 309,791.00	
OPERATING						
51350	Instructor Fees (1010-SS03)	8,400	9,100	9,100	11,200	Contract Instructor payments
51600	Recreation Program Fees (1010-SS01)	3,200	3,160	3,160	2,900	Monthly Dance DJ, MPLC Movie License, Volunteer Event entertainment, Summer Event and Cinco de Mayo entertainment, Senior event entertainment
52200	Telephone	5,160	4,320	4,320	3,900	Telephone charges
52300	Janitorial Supplies (1010-SS05)	30,300	29,760	29,760	30,000	Janitorial Maintenance contract
52310	Security Services (1010-SS05)	720	1,140	1,140	540	Security system monitoring
52400	Maint - Buildings (1010-SS05)	12,799	14,312	14,312	17,772	Sprinkler system maintenance, Fire extinguisher service, Pest Control, Misc building repairs
52470	Maint-Office Equipment	250	250	250	-	Miscellaneous equipment repairs
52490	Maint-Other Equipment (1010-SS05)	-	500	500	500	Miscellaneous equipment repairs
53100	Dues and Subscriptions	170	340	340	340	CPRS membership for Coordinator
53200	Training, Conferences and Meetings	800	800	800	800	Senior symposium and trainings
54000	Office Supplies	600	600	600	600	Office supplies, printer cartridges
54010	Duplicating/Copying Supplies	250	250	250	250	Copy paper
54410	Food Supplies and Meals	2,400	2,400	2,400	2,400	Coffee supplies - Coffee is provided for senior participants, and is partially offset by donations collected.
54410	Food Supplies and Meals (1010-SS01)	4,630	4,750	4,750	3,430	Various types of refreshments for various events
54590	Recreation Supplies	300	300	300	300	Game supplies
54590	Recreation Supplies (1010-SS01)	2,220	2,260	2,260	1,650	Decorations, prizes, supplies
54610	Cleaning Supplies (1010-SS05)	3,800	3,800	3,800	3,600	Toilet paper, paper towels, cleaning supplies
54660	Chemical and Medical Supplies	200	200	200	100	First aid supplies
54710	Building Repair Supplies (1010-SS05)	500	600	600	500	Various supplies for building repairs
58900	Indirect Cost Allocation	-	-	-	41,928	Various supplies for building repairs
TOTAL OPERATING		\$ 76,699	\$ 78,842	\$ 78,842	\$ 122,710	
TOTAL SENIOR SERVICES		\$ 281,489	\$ 366,635	\$ 322,971	\$ 432,501	



Community Parade

The Covina Christmas Parade celebrated its 71st year on December 4, 2021. The traditional parade returned last year after being cancelled in 2020 due to the pandemic. The Parade was met by an excited and enthusiastic crowd of spectators!

The 31st Annual Tree Lighting event was held on November 5, 2021, and was the biggest one ever. The event was planned with a Friday night street closure, and included Farmers Market vendors, crafts, train rides, and much more! The H.H. Dorje Chang Buddha III Cultural and Art Museum joined the festivities by lighting up their museum and sponsoring other activities. Thousands of guests enjoyed the kickoff to the holiday season!

The Parks & Recreation Department is responsible for the overall coordination and administration of the parade and tree lighting event, but other departments play key roles. The Police Department is responsible for the coordination and scheduling of tactical setup and facilitation of the operations plan for the Parade. The Fire Department is responsible for safety checks. The Public Works Department is responsible for route preparation.

Along with staff, a committee of approximately 30 volunteers begins working on the parade each year in January. The committee is a representation of interested citizens, business people, and service club members. In addition to the 30 continuous volunteers, there are over 200 volunteers who work the day of the parade. The parade would not be possible without the assistance and expertise that the volunteers provide.

Entry fees are charged to Parade participants, and monetary and in-kind sponsorships are sought to assist in offsetting Parade costs. The parade is attended by over 25,000 people who enjoy seeing the floats, autos, equestrians, high school bands, and of course Santa, travel down the parade route!



Parks & Recreation Department

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Department Budget

PARKS & RECREATION		2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
FUND/FUNCTION: 1010-3600						
REVENUE						
43340	Community Parade	\$ 5,000	\$ 4,500	\$ 4,500	\$ 5,000	Parade entry fees
48100	Donations and Contributions	-	10,000	10,000	10,000	Parade donations and sponsorships
TOTAL REVENUE		\$ 5,000	\$ 14,500	\$ 14,500	\$ 15,000	
PERSONNEL SERVICES						
50010	Regular Full-Time Employees	\$ 57,180	\$ 57,400	\$ 57,400	\$ 65,835	Administrative Technician - 100% includes bilingual pay
50015	Regular Part-Time Employees	4,015	5,404	5,404	3,865	PT salaries for Tree Lighting and Christmas Parade
50030	Overtime	-	25,500	25,500	37,700	Includes OT for Christmas Parade event for PD, PW, and Parks staff
50110	Medicare Contribution	869	885	885	1,141	
50130	PERS Contribution-Employer	6,360	6,328	6,328	7,143	PERS Employer - Contribution
50230	Group Life Insurance	180	180	180	180	
50240	Group LTD Insurance	390	388	388	446	
50290	Group Flex Benefits	10,410	10,402	10,402	9,868	
50400	Workers Compensation	2,663	2,735	2,735	784	
TOTAL PERSONNEL SERVICES		\$ 82,067.00	\$ 109,222.00	\$ 109,222.00	\$ 126,962.00	
OPERATING						
51990	Other Professional Fees	6,600	21,600	21,600	14,500	SCSBOA band competition judges, Traffic plan, Painting of street lines, Security services
52690	Rentals-Other Equipment	-	22,680	22,680	26,300	Barricades, light towers, radios, PA system, golf carts, porta-potties, etc.
53010	General Insurance	2,000	1,850	1,850	2,000	Event liability insurance
53300	Postage	1,080	1,080	1,080	930	Postage for parade resident mailing and various mailings
53500	Promotion Advertising	820	670	670	670	Street banners, Sponsor banners
53590	General Printing and Binding	2,890	2,470	2,470	1,570	Printing of signage, applications, scripts, manuals, letters, maps, envelopes, etc.
54410	Food Supplies and Meals	1,400	1,250	1,250	1,250	VIP reception food supplies, Meeting refreshments, Volunteer training refreshments, Committee thank you dinner
54430	Clothing and Equipment	690	510	510	510	Parade jackets, safety vests
54990	General Supplies	3,520	2,870	2,870	3,050	Committee awards, VIP reception supplies, entry awards, route supplies
TOTAL OPERATING		19,000	54,980	54,980	50,780	
TOTAL COMMUNITY PARADE		\$ 101,067	\$ 164,202	\$ 164,202	\$ 177,742	



Parks & Recreation Department

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Department Budget Cont.

PARKS & RECREATION		2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
FUND/FUNCTION: 1010-3610						
PERSONNEL SERVICES						
50015	Regular Part-Time Employees	\$ 919	\$ 1,294	\$ 1,294	\$ 1,747	PT Parks and Rec staff
50030	Overtime	-	18,700	18,700	20,300	Includes OT for Thunderfest event for PD, PW, and Parks staff
50110	Medicare Contribution	14	19	19	25	
50130	PERS Contribution	-	-	-	-	
50400	Workers Compensation	41	58	58	78	
TOTAL PERSONNEL SERVICES		\$ 974.00	\$ 20,071.00	\$ 20,071.00	\$ 22,150.00	
OPERATING						
52690	Rentals-Other Equipment	4,550	4,550	4,550	4,600	Street equipment rental, Golf cart rental
53590	General Printing and Binding	300	300	300	400	Event signage
54610	Cleaning Supplies	375	300	300	400	Cleaning supplies, paper goods
TOTAL OPERATING		5,225	5,150	5,150	5,400	
TOTAL COMMUNITY - SPECIAL EVENTS		\$ 6,199	\$ 25,221	\$ 25,221	\$ 27,550	



Parks & Recreation Department

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Community Programs

The rental of indoor and outdoor facilities is reflected in this division's budget, as is the facilitation of community organization events and other city departments' events. Staff also coordinate practice field uses and rentals on City properties for local youth sports organizations and several travelling teams.

The following groups have facility use agreements with the City:

- A.Y.S.O. Region 602 – Heyler Field (at Royal Oak Middle School)
- Boy Scouts – Scout hut at Kelby Park
- Covina Baseball Association – Hollenbeck Park Ballfield
- Covina Farmers Market – Heritage Plaza
- Covina Concert Band – Recreation Hall at Covina Park
- Girl Scouts – Scout house at Hollenbeck Park
- KARE Youth League – Kahler Russell Park (25-year lease agreement- 2010-2035)

This cost center also reflects the revenue and expenditures for the Community Garden at Cougar Park. Gardeners have been actively growing fruits and vegetables since 2017. The parcels are rented on an annual basis.

Department Budget

PARKS & RECREATION		2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
FUND/FUNCTION: 1010-3300						
REVENUE						
43328	Community Involvement	\$ 10,000	\$ 13,850	\$ 25,000	\$ 41,376	Outdoor rental fees, Rec Hall rental fees, Cougar Park rental fees, Community Organization event fees, Community Garden - small parcel, Community Garden - large parcel
TOTAL REVENUE		\$ 10,000	\$ 13,850	\$ 25,000	\$ 41,376	
PERSONNEL SERVICES						
50010	Regular Full-Time Employees	\$ -	\$ 24,825	\$ 24,825	\$ 24,955	Recreation Coordinator - 50%
50015	Regular Part-Time Employees	6,000	10,491	21,000	19,152	
50110	Medicare Contribution	87	513	513	653	
50130	PERS Contribution	-	2,825	2,825	2,708	
50210	Group Heal	-	894	894	905	
50230	Group Life	-	90	90	90	
50240	GROUP LTD	-	173	173	174	
50290	Group Flex	-	6,660	6,660	5,109	
50400	Workers Compensation	269	470	470	1,119	
TOTAL PERSONNEL SERVICES		\$ 6,356	\$ 46,941	\$ 57,450	\$ 54,865	
OPERATING						
54610	Cleaning Supplies	100	100	100	320	Trash liners and cleaning supplies as needed
54850	Small Tool and Minor Equipment	6,700	6,430	6,430	11,290	Keys and locks,EZ ups, Trash cans, Community Garden tools and equipment
TOTAL OPERATING		\$ 6,800	\$ 6,530	\$ 6,530	\$ 11,610	
TOTAL COMMUNITY PROGRAMS		\$ 13,156	\$ 53,471	\$ 63,980	\$ 66,475	



Aquatics

In February 2016, the City contracted with Blueray Management to operate the instructional and recreational swim program. Blueray Management comes with over 25 years of experience in the aquatics industry. Through this contracted service, the department has continued to offer swim lessons and water exercise classes, swim team and junior lifeguard program. Blueray also provides lifeguarding services for recreational swimming, lap swimming, and pool rentals.

The transition from a city-run program to this contracted service continues to yield positive results. Blueray is responsive to issues and makes every effort solve problems and improve service. Patron evaluations also reflect an overall satisfaction with the program. Changes have been implemented each season and have resulted in even greater success.

Participation in both instructional and recreation programs continues to be strong. As in other program areas, staffing challenges continue to limit the number of programs and participants that can be accommodated. For FY 21-22, more than 1,900 participants took part in swim lessons and swim team.



Parks & Recreation Department

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Department Budget

PARKS & RECREATION		2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
FUND/FUNCTION: 1010-3700						
REVENUE						
42240	Prop A Discretionary	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	Prop A maintenance and servicing reimbursement
43350	Prop A Discretionary (1010-AQ02)	123,000	192,245	192,245	192,200	Lesson, Rec swim, Lap swim, Water exercise fees
43350	Prop A Discretionary (1010-AQ05)	17,400	2,800	48,000	18,000	Pool rentals
TOTAL REVENUE		\$ 150,400	\$ 205,045	\$ 250,245	\$ 210,200	
PERSONNEL SERVICES						
50010	Regular Full-Time Employees	\$ 11,823	\$ 12,057	\$ 12,057	\$ 13,068	Park Worker - 20%
50015	Regular Part-Time Employees (1010-AQ02)	8,000	10,553	10,553	11,308	PT salaries - Pool Cashier
50015	Regular Part-Time Employees (1010-AQ05)	100	235	235	-	PT salaries - setup/monitoring
50030	Overtime	-	-	-	-	
50030	Overtime (1010-AQ02)	-	-	-	-	
50110	Medicare Contribution	171	174	174	189	
50110	Medicare Contribution (1010-AQ02)	116	153	153	164	
50110	Medicare Contribution (1010-AQ05)	2	4	4	-	
50130	PERS Contribution-Employer	1,358	1,372	1,372	1,078	PERS Employer - Contribution
50210	Group Health Insurance	326	347	347	358	
50230	Group Life Insurance	36	34	34	36	
50240	Group LTD Insurance	82	82	82	69	
50290	Group Flex Benefits	2,664	2,664	2,664	-	
50400	Workers Compensation	530	539	539	735	
50400	Workers Compensation (1010-AQ02)	359	473	473	507	
50400	Workers Compensation (1010-AQ05)	5	11	11	-	
TOTAL PERSONNEL SERVICES		\$ 25,572.00	\$ 28,698.00	\$ 28,698.00	\$ 27,512.00	
OPERATING						
51600	Recreation Program Fees (1010-AQ02)	110,700	189,521	179,521	187,800	Blue-ray fees
51600	Recreation Program Fees (1010-AQ05)	15,000	2,000	23,000	15,000	Blue-ray fees
52120	Electric Utilities	20,400	21,300	21,300	21,300	Electrical charges
52130	Gas Utilities	9,000	14,000	28,000	18,000	Gas charges
52200	Telephone	252	264	264	288	Cost of telephone service for Aquatics center
52300	Janitorial (1010-AQ06)	5,380	5,186	5,186	5,360	Janitorial maintenance contract
52400	Maint-Buildings/Structures (1010-AQ06)	600	600	600	600	Plumbing and electrical costs
52405	Maint-Structures (1010-AQ06)	10,000	10,000	10,000	5,000	Contract pool maintenance
52490	Maint-Other (1010-AQ06)	1,500	1,200	1,200	1,200	Misc equipment repairs
53100	Dues and Subscriptions	70	70	70	70	SCMAF membership
53590	General Printing and Binding (1010-AQ02)	1,600	1,600	1,600	500	Program flyers and signage
53990	Other (1010-AQ06)	1,400	1,300	1,300	1,300	Public Health license
54590	Recreation Supplies (1010-AQ02)	200	200	200	200	Kickboards and toys
54610	Cleaning Supplies (1010-AQ06)	200	200	200	200	Cleaning supplies
54660	Chemicals and Medical Supplies (1010-AQ06)	14,000	18,100	18,100	14,100	Pool chemicals and carbon dioxide
54680	Maint-Equipment (1010-AQ06)	400	700	700	700	Misc repair costs
54710	Building Repair Supplies (1010-AQ06)	150	150	150	200	Misc repair supplies
54760	Lumber and Paint Supplies (1010-AQ06)	150	150	150	-	Lumber and paint supplies
54850	Small Tool and Minor Equipment (1010-AQ06)	200	200	200	200	Misc small equipment
54990	General Supplies	500	500	500	500	Miscellaneous supplies
58900	Indirect Cost Allocation	-	-	-	5,431	Miscellaneous supplies
TOTAL OPERATING		\$ 191,702.00	\$ 267,241.37	\$ 292,241.00	\$ 277,948.55	
TOTAL AQUATICS		\$ 217,274	\$ 295,939	\$ 320,939	\$ 305,461	



Library Services

The Covina Public Library and its staff are committed to providing quality services by endeavoring to meet the needs of the community with informational, educational, and recreational programs and resources. The Library has become a center for social and cultural activities and seeks to continue this trend by obtaining grants and opportunities that introduce new programs and services to meet our Community's emerging needs. While the impact of the COVID-19 pandemic is ongoing, the Library has reopened its doors to in-person programs and activities and continues to adapt to ensure the needs of the community are being met.

Programs and Services

The Library Services Division of the Parks & Recreation Department consists of the following program areas: Library Administration, Circulation & Adult Reference Services, Children's Services, Technical Services, and Literacy Services. Each area works together to provide Library users with high quality programs and services, including the following:

- Educating users on reference, circulation, children's, and information services
- Providing patrons with books, media resources, and technology services
- Storytime reading program
- Interlibrary Loans
- Facilitation of Community Room Usage
- Processing of donated materials
- Volunteer coordination
- Special programs and events, such as Summer Reading Programs, National Library Week, and State Literacy month
- Second Start Literacy program for adults
- United States Citizenship Classes
- Family Literacy Program
- Children's crafts, MakerSpace, and Tween activities



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Administrative staff oversee the operations of the Library, including all financial and personnel functions. Key areas include budgeting, accounts payable, payroll processing, cash reports, grant oversight, statistical tracking, recruitment coordination, and processing personnel documents. Additionally, staff serve as liaisons to the Library Board of Trustees, Friends of the Covina Public Library, Covina Library Fund, Inc., and facilitate agenda packets and minutes.

The Circulation staff provide front-line customer service, checkout services, shelving, program registrations, processing hold requests, billing for overdue and lost items, processing of periodicals, issuing Library cards, customer account resolution, processing payments, and assessing damaged items. The Library currently has 34,434 Library Card holders and in FY 21-22, checked out 50,454 items.

The Library also offers free or low fee use of technology with public computers, scanners, copy machines, and printers. There were over 1,600 computer sessions logged last year.

Through youth-oriented customer service, reference and information services, family programing, and collection development, the Children's Services area provides a welcoming environment for all youth (ages 0-17) and their families. Children's collection development is customer oriented and staff selects materials based on reputable reviews and recommendations from parents and children. Several programs are offered including story times, Play & Learn parent workshops, craft and movie days, special events, Tween Night, and Makerspace. More than 2,800 youth participated in these programs last year. The Library also hosts an annual incentive-based Summer Reading Program for all ages, and approximately 400 youth participate each year.

The Technical Services staff are responsible for the acquisition, cataloging, and processing of Library materials, interlibrary loans, mending of damaged items and collection development. Staff use a variety of sources, including reputable reviews, online resources, and customer and staff recommendations to determine which items should be purchased. Additionally, donated items are reviewed for inclusion in the Library's collection, many of which are used to replace copies that are wearing out from use.

The Second Start Literacy Program offers adult and children's literacy services to residents of Covina and the surrounding communities through a variety of programs. These include Adult Basic Education, English as a Second Language classes, U.S. Citizenship classes, English Conversation classes, and Children's and Family Literacy programs. The goals of these programs include, improving literacy skills, encouraging the development of higher-level thinking skills, ensuring participants obtain a Library card, and improving parental knowledge and involvement in their child's educational development.



Parks & Recreation Department

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Library Support Groups

The Covina Public Library has three groups which support the Library and its endeavors:

- The Covina Public Library Board of Trustees is a five-member board who advises staff on topics such as adopted policy changes, program ideas, and services.
- The Friends of the Covina Public Library's mission is to support the Library and work with staff to benefit the Community. This group provides monetary contributions to support Library programs and services through fundraising efforts, such as the Book Nook and Book Sales.
- Covina Library Fund, Inc. is a nonprofit foundation created for the purpose of supporting the Library. Community members and staff serve on the Board to bring awareness of the Library, its services to the community, fundraising endeavors, and to represent the Library and its interests.



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Department Budget

LIBRARY SERVICES		2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
FUND/FUNCTION: 1010-3900						
REVENUE						
43380	Library Services	\$ 1,340	\$ 1,660	\$ 1,660	\$ 200	Interlibrary loans, Community Room rentals, Exam proctoring, Computer tutoring classes.
43385	Library Videos	3,500	3,500	3,500	1,000	DVD rentals
43387	Lost/Damaged Book Fees	1,500	2,000	2,000	1,500	Lost/Damaged item fees
43388	Library Late Charges	500	14,000	14,000	7,000	Late fees
TOTAL REVENUE		\$ 6,840	\$ 21,160	\$ 21,160	\$ 9,700	
PERSONNEL SERVICES						
50010	Regular Full-Time Employees	\$ 174,200	\$ 178,480	\$ 124,640	\$ 164,113	Library Manager - 100%, Management Analyst - 100%
50010	Regular Full-Time Employees (1010-LS03)	50,430	52,944	30,000	-	Administrative Technician - 100%
50015	Regular Part-Time Employees	17,640	24,510	54,000	24,668	General Maintenance Worker - 25%, Community Resources Specialist - 100%
50015	Regular Part-Time Employees (1010-LS01)	67,710	95,350	70,000	90,146	3 Library Clerks, 1 Library Shelver
50015	Regular Part-Time Employees (1010-LS02)	13,380	26,100	26,100	26,992	Community Resources Specialist
50015	Regular Part-Time Employees (1010-LS03)	30,000	81,240	51,820	48,915	2 Library Clerks, 1 Library Shelver, Special Events staffing
50015	Regular Part-Time Employees (1010-LS04)	74,000	94,540	94,540	86,763	3 Library Assistants, 1.5 Library Clerks
50110	Medicare Contribution	3,076	2,953	2,953	2,828	
50110	Medicare Contribution (1010-LS01)	1,258	1,380	1,380	1,308	
50110	Medicare Contribution (1010-LS02)	340	380	380	392	
50110	Medicare Contribution (1010-LS03)	1,868	1,958	1,958	710	
50110	Medicare Contribution (1010-LS04)	1,340	1,380	1,380	1,259	
50130	PERS Contribution-Employer	20,010	20,311	20,311	17,806	PERS Employer - Contribution
50130	PERS Contribution-Employer (1010-LS03)	5,800	6,535	6,535	-	PERS Employer - Contribution
50131	PERS Unfunded Liability	68,639	82,203	82,203	13,895	
50210	Group Health Insurance	3,270	3,498	3,498	3,639	
50210	Group Health Insurance (1010-LS03)	1,640	1,632	1,632	-	
50230	Group Life Insurance	360	360	360	360	
50230	Group Life Insurance (1010-LS03)	180	180	180	-	
50240	Group LTD Insurance	1,220	1,245	1,245	1,144	
50240	Group LTD Insurance (1010-LS03)	360	370	370	-	
50290	Group Flex Benefits	26,640	26,640	26,640	31,440	
50290	Group Flex Benefits (1010-LS03)	13,320	13,320	13,320	-	
50400	Workers Compensation	1,115	1,936	1,936	1,800	
50400	Workers Compensation (1010-LS01)	1,308	909	909	860	
50400	Workers Compensation (1010-LS02)	223	239	239	257	
50400	Workers Compensation (1010-LS03)	1,646	1,279	1,279	466	
50400	Workers Compensation (1010-LS04)	877	901	901	827	
50900	Pension Obligation Bond Allocation	-	-	-	68,885	
TOTAL PERSONNEL SERVICES		\$ 581,850	\$ 722,773	\$ 620,709	\$ 589,473	



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Department Budget Cont.

LIBRARY SERVICES		2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
OPERATING						
52120	Electric Utilities	47,000	45,000	55,000	52,000	Electricity costs
52130	Gas Utilities	1,100	1,000	1,000	900	Gas costs
52200	Telephone	6,500	7,200	7,200	5,460	Cost of telephone service
52300	Janitorial	22,090	23,160	23,160	23,400	Janitorial services
52310	Security Services	1,920	1,920	1,920	1,212	Security services
52320	Lawn/Landscape Care	5,380	5,000	5,000	-	Landscaping contract with Merchants Landscape
52400	Maint-Buildings	35,410	17,110	27,110	660	Conveyance permit for elevator, Thyssenkrupp elevator services, Monthly exterminating, Various repairs
53100	Dues and Subscriptions	30,750	31,490	31,490	31,630	Membership costs for: American Library Association Organizational Membership, California Library Association Organizational Membership, CALIFA Group Membership, California Public Library Advocates Membership for Library Board of Trustees, Dynix User Group Membership, Movie licensing through Swank, Southern California Library Cooperative Membership, SirsiDynix (Library Catalog System) Annual Maintenance
53100	Dues and Subscriptions (1010-LS04)	28,380	28,900	28,900	28,540	OCLC Catalog Subscription
53200	Training, Conferences and Meetings	450	450	450	500	Staff trainings and California Public Library Advocates Workshop attendance for Library Trustees
53200	Training, Conferences and Meetings (1010-LS01)	500	500	500	500	Cal Library Assoc Conference
53300	Postage	50	55	55	-	Various mailings
53300	Postage (1010-LS01)	985	1,484	1,484	900	Overdue/Billing notices, Sponsorship mailings, address verification postcards
53300	Postage (1010-LS04)	300	300	300	200	Mailing for InterLibrary Loans
53590	General Printing and Binding (1010-LS03)	3,500	4,000	4,000	2,400	Flyers for various seasonal programs
53990	Other	75	50	50	50	Records destruction
54000	Office Supplies	560	590	590	500	Various amount of office supplies throughout the year
54000	Office Supplies (1010-LS03)	100	495	495	100	Various amount of office supplies throughout the year
54100	Books (1010-LS04)	24,000	24,000	24,000	24,000	Book purchases
54110	Recordings (1010-LS04)	2,000	2,000	2,000	2,000	CD purchases
54120	Periodicals (1010-LS04)	3,700	3,700	3,700	3,700	Magazine and newspaper subscriptions
54130	Film and Videos (1010-LS04)	3,200	3,200	3,200	3,200	DVD purchases
54350	Special Supplies	430	430	430	400	Volunteer gifts, decorations for volunteer dinner, first aid supplies, linens for
54350	Special Supplies (1010-LS01)	3,550	3,781	3,781	3,000	Various amount of special supplies throughout the year
54350	Special Supplies (1010-LS02)	70	430	430	-	Various amount of special supplies throughout the year
54350	Special Supplies (1010-LS04)	5,070	4,995	4,995	4,500	Various amount of special supplies throughout the year
54410	Food Supplies and Meals	800	600	600	600	Food supplies for library
54510	Arts and Crafts Supplies (1010-LS03)	400	400	400	300	Various craft supplies
54590	Recreation Supplies (1010-LS03)	200	450	450	150	Family Place materials
54610	Cleaning Supplies	70	100	100	100	Various cleaning supplies throughout the year
54710	Building Repair Supplies	1,500	1,500	1,500	1,200	Various supplies, light bulbs, Miller & Ishams Fire Extinguishers
58390	Library Services	78,549	76,488	73,831	84,930	General fund support for Literacy
58900	Indirect Cost Allocation	111,250	113,177	113,177	267,801	
TOTAL OPERATING		\$ 419,839	\$ 403,955	\$ 421,298	\$ 544,833	
TOTAL LIBRARY SERVICES		\$1,001,689	\$1,126,728	\$1,042,007	\$1,134,306	

Budget Overview and Significant Changes

Revenue is generated through fees, sponsorships and grants to partially offset Library Services Division expenditures. For Fiscal Year 2022-2023, a revenue total of \$73,000 is projected. Staff pay increases as required by MOU, step increases, and minimum wage increases



Community Development

Department Overview

The Community Development Department oversees all land use policy planning and development projects in the City, and administers and enforces the Covina Municipal Codes and other governmental regulations related to the physical development of the City. A core function of the Department is to coordinate zoning information and land use laws, process development applications, issue building permits, and guide homeowners and developers through the department services with a focus on customer service. The Department also administers a fair and unbiased enforcement program to correct Municipal Code and land use violations. In addition, the Department provides staff support and recommendations to the Planning Commission, Historic Preservation Board and Successor Agency Oversight Board.

Programs and Services

The Community Development Department's goals are to improve the physical appearance of the City, preserve safe and livable neighborhoods in the community, and promote economic and social vitality in the community for residents, businesses and visitors. The Community Development Department is organized into four programs: Administration, Planning, Building and Safety and Neighborhood Preservation (Code Enforcement). The Department serves a wide range of clients including residents, businesses, property owners, design professionals, and contractors.

Administration

The Department's Administrative team provides overall leadership and management of the Community Development Department. Activities include budgeting, work programming, personnel administration, grants application and managing, zoning determination, and general support for the City Manager's Office, City Clerk, and the City Executive Leadership Team. The Department Administration also provides Economic Development support to the City Manager's Office.

Planning

The Planning Division advises and reports to the City Council, City Manager and Planning Commission on community development issues. The mission of the Planning Division is to guide the orderly growth and development in the community that improves the quality of life, provides timely and efficient services to the community, and to achieve the highest design quality possible while also considering safety and conformity with the General Plan. A major function of the Planning Division is to coordinate and process development applications for planning permits and administering and enforcing the City's Zoning Codes. The Planning Division is required by State Law to prepare, periodically review, and revise the City's General Plan and implement the Plan



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through the administration of specific plans, zoning regulations, subdivision ordinances, and environmental reviews. The Planning Division also takes a lead role in working with the Development Review Committee (DRC), consisting of City staff from multiple departments, and is working to identify and implement improvements to the development review process. Planning staff recognizes that a streamlined development review process has the capacity to expedite economic development throughout the City. During the COVID-19 pandemic, for example, DRC meetings shifted to teleconference meetings. Since the implementation of teleconferencing, applicants are able to receive feedback from all departments in a timely manner, without the need to travel to City Hall.

Building & Safety

The Building & Safety Division is responsible for managing construction permits and inspections for compliance with Federal, State and local building regulations. The mission of the Building & Safety Division is to protect the people who live and work in the City by ensuring a safe built environment through plan review and inspections. Building staff provides technical support to homeowners, contractors, and design professionals on the latest building code regulations. It is the overall goal of the Building & Safety Division to provide superior customer service. The review of building plans for minor permits will typically be completed within one day and the initial review of all other building plans will be completed within 10 to 15 working days. Most building inspections can be scheduled just one business day in advance, if requested prior to 3 p.m. on the previous day.

Code Enforcement

The Code Enforcement Division is responsible for enforcing the Covina Municipal Code and coordinating with other agencies on State and County codes. The mission of the Code Enforcement Division is to promote and maintain a safe and desirable living and working environment. The typical route for Code Compliance begins with a complaint from a concerned party. The Code Enforcement Officer will follow up with an inspection, and, if the property shows non-compliance with local, state, and federal codes, will issue a citation. Most minor zoning violations are resolved fairly quickly and with only a courtesy notice. Code Enforcement staff partners with other City Departments to resolve violations at residential, commercial and industrial properties and directs property owners to the appropriate staff to comply with city requirements. In addition, Code Enforcement staff collaborates with residents, businesses, government and civic organizations, schools and community-based organizations to address concerns throughout the City and to enhance the quality of life in the community.

Community Development Block Grant (CDBG)

The CDBG program detail is found in the Special Revenue Fund section of this budget document. The Community Development Block Grant (CDBG) program is federally-funded through the United States Department of Housing and Urban Development. Covina participates in the CDBG program through membership in the Los Angeles County Urban County, which is achieved through an agreement with the Los Angeles County Community Development Authority (LACDA).



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Transitional House

The Transitional House detail is found in the Special Revenue Fund section of this budget document. In July 2004, the Covina Redevelopment Agency purchased a home to serve as a transitional house for families who have been homeless and are in need of re-establishing a home. The Covina Housing Authority assumed the duties and functions of the redevelopment agency upon its dissolution, and manages and maintains the house. A contracted service provider, Catholic Charities of Los Angeles, Inc., (CCLA), provides a comprehensive system of supportive services including case management, mainstream benefit linkage, income enhancement through employment resources and linkage, and permanent housing resources and placement. Upon entry, an Individual Service Plan is established for each household with stated goals to achieve in order to exit to permanent housing and increase their total income.

Covina Housing Authority

The Covina Housing Authority program detail is found in the Special Revenue Fund section of this budget document. The Covina Housing Authority was established on January 25, 2011, by Resolution 11-6926. On January 30, 2012, (Resolution 12-7045), the Covina City Council elected not to retain the housing assets and functions previously performed by the Covina Redevelopment Agency, which was dissolved pursuant to Part 1.85 of Division 24 of the California Health and Safety Code. All rights, powers, duties and obligations were transferred to the Covina Housing Authority.

Successor Agency to the Covina Redevelopment Agency (SACRA)

The Successor Agency to the Covina Redevelopment Agency (SACRA) program detail is found in the Special Revenue Fund section of this budget document. The Covina Redevelopment Agency was dissolved effective February 1, 2012, with the passage of AB X126. AB X126 provides that successor agencies be designated as successor entities to the former redevelopment agencies, and provides that, with certain exceptions, all authority, rights, powers, duties and obligations previously vested with the former redevelopment agencies, under the CRL, are vested in the successor agencies. By City Resolution 12-7041, dated January 11, 2012, the City Council of the City of Covina elected to become the Successor Agency to the Covina Redevelopment Agency (SACRA). The primary function of SACRA is to wind down the Agency.



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Department Budget Summary

Program	Expenditure by Program			
	2020-2021 ACTUALS	2021-2022 ADOPTED BUDGET	2021-2022 PROJECTED	2022-2023 ADOPTED BUDGET
Administration	\$ 617,448	\$ 631,572	\$ 738,756	\$ 971,042
Historic Preservation	\$ -	\$ 5,000	\$ 5,000	\$ 10,000
Planning	\$ 490,773	\$ 520,582	\$ 945,582	\$ 526,516
Planning Commission	\$ 12,680	\$ 12,675	\$ 12,675	\$ 17,675
Building Inspection	\$ 707,878	\$ 712,943	\$ 708,993	\$ 733,622
Code Enforcement	\$ 380,285	\$ 350,918	\$ 365,918	\$ 393,137
Total Expenditure	\$ 2,209,065	\$ 2,233,689	\$ 2,776,923	\$ 2,651,992

Budget Overview and Significant Changes

In FY 19/20, the Associate Planner and Planning technician positions were replaced by one full-time Assistant Planner position, and the Associate Planner was promoted to Senior Planner. There was also an Administrative Intern-Building part time position funded, and that position has remained.

The Community Development Department/Building Division staffing levels have remained at the FY 2017/18 level until 2019, when one of the contracted Permit Technician positions was reinstated to a full-time City employee position. Furthermore, the Building Official position was converted to a full-time City employee position in April 2019.

In FY 2020/21 the Retirement of a Senior Administrative Technician was replaced with an entry level Management Analyst Trainee Position for the Community. In FY 2021/22, the department gained One additional Administrative Intern position and One additional Assistant Planner in the Planning Division, One Part-Time Code Enforcement Officer and One Volunteer, and One Full Time Office Assistant Position that assists the Community Development department, the Housing Authority, and assists with concierge duties.



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Budget Overview and Significant Changes Cont.

Since the FY 2016/17, the volume of development activity in Covina has been high. Development activity for the 2021/22 Fiscal Year is expected to continue to be at a high level. Major development projects approved in prior years are now under construction. Examples include the Covina Campsite Brewery located in the F.A.I.R District, the 90,734 SF Oakmont Senior Living Facility on Park View Drive, the IKEA expansion and renovations, a Transit Oriented- High Density Residential Development located at 707 N Barranca Avenue, the partial demolition and conversion of the former Covina Bowl into a new Commercial space, neighboring a high-density Residential development, 135 E Badillo mixed use and adjacent parking upgrades, and an increase in Accessory Dwelling Unit applications. Staff is currently working on a Mixed-Use Development Overlay zone, which may bring in more development applications in the near future.

Other projects of note are well into the Building Plan Check Phase, including a 6 unit multifamily rebuild located at 316 N Barranca, a Walmart grocery delivery expansion, and a new townhome development located at 342 N Fourth Avenue.



Community Development Administration

The Department accomplishments in FY 2021/22

- The Department received a grant award from the California Department of Transportation (Caltrans) totaling \$319,151 for the development of an Active Streets and Multimodal Plan
- The Department received a Grant Award totaling over 10 Million Dollars from the California Natural Resources Agency , Statewide Park Program, and the Consolidated Appropriations Act H.R.2471.
- The Planning Division prepared an ordinance, approved by the City Council, to amend the Multi Family Zoning Regulations and developed new development design guidelines.
- A Permits@covina.ca.gov and Bldinspections@covina.ca.gov were created to streamline the permitting and inspection process.
- The Planning Division developed a streamlined Development Review Committee process utilizing Zoom.
- The Building & Safety Permit card was revised to feature a QR code for quick access to inspection information and requesting.
- The Building Division entered over 1000 permit applications and issued over 900 permits
- 3,737 inspections related to building permits and occupancies, close to 312 inspections per month
- Processed 356 Planning Applications (zoning clearances, land use entitlements, site plan reviews, administrative site plan reviews, conditional use permits, etc.)
- Accepted 22 applications for Accessory Dwelling Unit or ADU
- The Code Enforcement Division received over 1700 desk calls, over 160 counter visits, and over 600 mainline calls.
- The Code Enforcement Division opened over 300 new cases and closed close to 250 cases.



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- The Homeless Roundtable is a meeting of City staff, faith-based organizations and persons and non-profit organizations working to coordinate outreach and provide service to homeless persons in the City. Staff also monitors and engages with county staff on potential homeless programs and Measure H funding programs and approvals.
- Measure H Funding: the City applied for two Measure H grants under the Home for Good RFP in November 2018. The Priority 1 application to provide housing for homeless persons was disapproved but allowed to resubmit in April 2019. The application was approved by Los Angeles County, but the program implementation has been suspended due to COVID-19. A second application, for Priority 2 funding, which requires a City match for funding, was approved. The Priority 2 application is a joint application with the cities of Duarte, Glendora, Azusa and West Covina. West Covina is the lead agency. This program was implemented in March 2020, and end on December 31, 2021. The grant provides five housing navigators, one housed in each city, to assist homeless persons to be housed and connected to services. The navigators are provided through an agreement with Union Station Homeless Services.

The following is a list of projects completed, approved, in land use entitlement process, or under construction during FY 2021/22

- **Circle K (731 North Grand Ave).** The old Blake Paper site was demolished to make way for the proposed project of a new 5,187 square foot convenience store, a 6,514 square foot gas canopy, and a 1,269 square foot unmanned automated carwash, totaling 12,970 square feet of building area. The project was completed in May of 2021.
- **Hassan Development Projects** (401 N. Citrus Ave., 129-137 W. Orange Street and 155 E. San Bernardino Rd.). The Overall development project consists of three (3) small development projects within the downtown area for a commercial reuse of the existing old gas station site on the N/W corner of Citrus Avenue and Orange Street, a residential townhouse project on West Orange Street, and a mixed-use commercial/residential project on the N/E corner of San Bernardino Rd and Park Street. Construction has commenced on the 401 N. Citrus Avenue and 129-137 W. Orange Street sites. The project at 155 E San Bernardino Road is under plan check review. Hassan Development (former Clippinger Chevrolet site - 137 W San Bernardino Rd and 141 W Geneva Place) is located at the N/W corner of Citrus Avenue and San Bernardino Road. The proposed mixed-use project consisted of 161 condominium units and 15,000 square feet of commercial space. The mixed-use project was approved in May 2020.
- **135 E. Badillo Street.** The Successor Agency completed the sale of the property in FY 2019/20 and the development projects, consisting of a new mixed used building with ten (10) apartments is currently in its final stages. The City-owned parking lot adjacent to the



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135 E. Badillo Street site was concurrently redeveloped. This portion of the downtown includes upgraded lighting, new trees and shrubs, new trash enclosures, and an illuminated archway that leads into downtown, along with façade improvements to the existing public parking structure on college street.

- **Oakmont Assisted Living (1034 – 1054 Park View Drive).** This project consisted of Code Amendments and the approval of a 94-bed memory care facility at the S/E corner of Park View Dr. and Holt Avenue. Building permits for the Oakmont Assisted living facility (90,734 SF) were issued on August of 2020 and the project is currently under construction.
- **342 South Fourth Avenue (Former Tri-Community Adult Education Site).** The Covina Valley Unified School District deemed the property located at 342 S Fourth Avenue as surplus land and sold it to a private developer. The proposed project consists of 10 townhouses and a General Plan Amendment to change the land use designation from “School” to “High Density Residential”, a Tentative Tract Map, and a Site plan review. The project was approved by the City Council of Covina in April 2021 and the plans are currently being reviewed under the plan check process.
- **Campsite Brewery (321 Front Street).** This project consists of the renovation of an existing 1920’s historic packing house into a micro-brewery with outdoor dining and a new “shed” area with a bar. The historic packing house building will contain the main bar area, located on the ground floor, and the barrel/tasting room will be located in the semi-basement floor level of the packing house (by reservation only). The brewery component will be housed within the existing attached corrugated metal structure to the east of the historic building. The restaurant component will be quick, service style dining. Permits for the warehouse portion were issued in October of 2020 and permits for the new shed were issued in August of 2021. Construction is well underway at this location.
- **Covina Bowl Commercial and Residential Development (1060 West San Bernardino Road).** The proposed project is comprised of a mixed-use development which includes adaptive reuse of a portion of the existing Covina Bowl building to provide 12,000 square feet of commercial use area and the development of 132 “for-sale” residential units. The project includes a Specific Plan, a General Plan Amendment, a Zone Change, a Tentative Tract Map, a Site Plan Review, and an Environmental Impact Report. City Council approved the project on March 02, 2020 and the first three building permits were issued in 2021. Construction at this site is underway.
- **Cutter Way Industrial Mixed-Use Development (529 Cutter Way).** The proposed project is comprised of an industrial mixed-use development with 49-Residential and 11-Live/Work units, with subterranean parking on an approximately 2.27-acre site. The project is under land use entitlements that include a Specific Plan, Zone Change, a Site Plan Review, and a Mitigated Negative Declaration.



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- **Vita Pakt Transit Oriented Residential Development (707 North Barranca Street).** The project consists of the development of a 5.9-acre lot for a 152-unit multi-family residential development, with common landscaping areas, private drives, curb, gutter, sidewalk and storm drain improvements, and other related infrastructure improvements and required an Environmental Impact Report, Vesting Tentative Tract Map, and Site Plan Review. The project received approval from the City Council in June 2021, and permits for the first four (4) buildings were issued in late 2021 and early 2022. Construction at this location is underway.
- **Recreation Village (Proposed Recreational/Civic Center in the F.A.I.R District).** The Covina “Recreation Village” is envisioned to become a new public outdoor/indoor facility with recreational and library components. The site is approximately 2.45 acres and is located immediately north of, and adjacent to the Metrolink railroad right of way, southwest of the VitaPakt residential project, and immediately east adjacent to the Metrolink Station. The project consists of the rehabilitation of two existing warehouse buildings totaling just over 30,000 square feet, into recreational facilities, new city recreational offices, & a new library. The exterior portions of the project will consist of a meandering educational and native plant trail, a dog park, multiple rest areas, and an outdoor rock-climbing gym. As of February 2022, the city of Covina officially acquired the property and is now moving forward with architectural and civil documents. The project has also received funding from the Statewide Parks Program, the Natural Resources Council, and the Consolidated Appropriations Act H.R.2471, securing over Ten Million Dollars in external grant funds.

Economic Development Initiatives

The Community Development Department will be collaborating with City Administration on a number of economic development initiatives. The Non-Housing Bonds Proceeds Funding Agreement, approved in March 2017 and effective in FY 2016/17 provided for the transfer of non-housing bonds proceeds from the Successor Agency to the City of Covina, to be used consistent with bond covenants. At the time of transfer, the 2002 Bond available funds were \$704,789.52. This amount was transferred from Account S513000 to Account 20534400. At the time of transfer, the 2004B Taxable Allocation Bonds available funds were \$5,156,072.26. This amount was transferred from Account S514000 to Account 20554400.



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Enhanced Infrastructure Financing District

The Community Development Department is currently in the beginning stages of studying the feasibility and application of an Enhanced Infrastructure Financing District (EIFD). EIFDs are an important tool which use tax increment revenue to provide support for public infrastructure and foster economic development. In 2021, Covina was awarded a grant from the Southern California Association of Governments (SCAG), who will cover the cost of providing a consultant to evaluate the City's proposed EIFD and assist in its implementation.

American Rescue Plan Act of 2021

The City of Covina has submitted initial requests for the allocation of ARPA funds expected to be received for assistance with pandemic-related response activities. These activities include but are not limited to:

- ***Pilot Childcare Assistant Program.*** This program aims to provide financial assistance to working families to obtain/maintain childcare services and remain employed.
- ***Business Permit Fee Forgiveness Program.*** This program would offer local assistance to businesses that have been negatively impacted by the pandemic and have fallen behind or unable to pay for license and/or entertainment license fees, as well as businesses that have or will need to make changes to operations to stay in business.
- ***Business Working Capital Assistance Program.*** This program aims to offer financial assistance for existing businesses that have been negatively impacted.
- ***Business Improvement & Vacant Storefront Capital Improvement Grant Program.*** This program will offer assistance for business improvement and assistance for new businesses that will initiate business activities at a vacant location that was closed as a result of the pandemic.
- ***Woman's Club*** *This program is currently in its framework and program design stage.*

These initial requests can result in an implementation of programs designed to provide resources for residents and businesses during times of uncertainty. City Staff is currently working on eligibility criteria program development.

Proposed Use of Bond Funds

Both the 2002 Revenue Bonds Series A, and the 200B Taxable Allocation Bonds Series B, Covina Revitalization-Redevelopment Project No. One, have been transferred to the City of Covina to be utilized in a manner consistent with the required findings which existed with the dissolved Covina Redevelopment Agency. In FY 2017/18, findings were made, and the following programs or projects were funded by the bond proceeds.

- Covina Senior Citizen and Community Center (completed in December 2019)
- Parking and Public Space Enhancements including alleys, streets and sidewalks
- Recreation Village



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Department Budget

COMMUNITY DEVELOPMENT ADMINISTRATION			2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
FUND/FUNCTION/PROJECT: 1010-4000							
REVENUE							
49180		Trust/Agency Fund	\$ -	\$ -	\$ -	\$ -	
49700		Sale of Property	-	-	-	-	
TOTAL REVENUE			\$ -	\$ -	\$ -	\$ -	
PERSONNEL SERVICES							
50010		Regular Full-Time Employees	\$ 168,528	\$ 209,049	\$ 244,283	\$ 330,558	Community Development Director - 85%, Management Analyst Trainee - 100%, Education Pay for Community Development Director
50015		Regular Part-Time Employees	-	2,956	2,956	-	Comm Resource Specialist - 100%
50040		Vacation	-	-	-	-	
50110		Medicare Contribution	2,980	3,030	3,030	4,548	
50130		PERS Contribution-Employer	23,550	23,441	23,441	29,765	PERS Employer - Contribution
50131		PERS Unfunded Liability	192,225	195,473	195,473	46,946	
50210		Group Health Insurance	2,940	3,242	3,242	5,457	
50230		Group Life Insurance	330	331	331	611	
50240		Group LTD Insurance	1,430	1,434	1,434	2,142	
50290		Group Flex Benefits	23,980	23,592	23,592	39,087	
50400		Workers Compensation	846	850	850	3,010	
50900		Pension Obligation Bond	-	-	-	232,734	
TOTAL PERSONNEL SERVICES			416,809	463,398	498,632	694,858	
OPERATING							
51005		Consulting Fees	94,901	20,000	73,950	15,000	Consulting fees
51005	P1708	Consulting Fees	-	-	-	50,000	
51005	THETR	Consulting Fees				5,000	
51290		Other Legal Fees	6,946	10,000	10,000	10,000	Specific Plan, outside dining, housing element, EIFD, Fair District, TCSP Implementation
53100		Dues and Subscriptions	16,093	2,090	2,090	3,000	APA, Planning publications, Zoning Practice, Western Cities, MMASC
53200		Training, Conferences and Meetings	640	5,000	3,230	8,000	Professional development, conferences and seminars
53990		Other	-	-	1,770	-	
54000		Office Supplies	445	1,000	1,000	2,000	Office supplies as needed
54010		Duplicating/Copying Supplies	-	1,000	1,000	-	Costs relating to copying, including blueprint plan
55600		Furniture and Fixtures	-	-	18,000		
58900		Indirect Cost Allocation	81,614	129,084	129,084	183,184	
TOTAL OPERATING			200,639	168,174	240,124	276,184	
TOTAL COMMUNITY DEVELOPMENT			\$ 617,448	\$ 631,572	\$ 738,756	\$ 971,042	



Community Development Department

FY 2022/23 Adopted Budget

Department Budget Cont.

HISTORIC PRESERVATION		2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
FUND/FUNCTION: 1010-4005						
OPERATING						
51005	Consulting Fees	\$ -	\$ 5,000	\$ 5,000	\$ 10,000	Covina Bowl Mitigation - landmark designation
TOTAL OPERATING		-	5,000	5,000	10,000	
TOTAL HISTORIC PRESERVATION		\$ -	\$ 5,000	\$ 5,000	\$ 10,000	



Community Development Department

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Planning

FY 2017/18 had a total of 2 FTE positions and one part-time intern. Staffing continued at this level in FY 2018/19. In FY 2018/19, the City Planner retired, and the position was reclassified to Senior Planner. In FY 2020/21, there were 2 FTE positions and PT position budgeted consisting of One Senior Planner, one Assistant Planner, and one Administrative Intern (the Administrative Intern position was filled in June of 2021). The Division also utilizes on-call staffing support and outside review services for select complex projects and specific tasks. In FY 2021/22, a second Assistant Planner position was filled. 2 FTE Positions have been reclassified in FY 2022/23, reclassifying the Senior Planner Position to City Planner, and one (1) Assistant Planner Position to Associate Planner.

In response to increases in workload on more complex projects with environmental review, on-call as needed contract staffing was approved in February 2015 by the City Council. Contract project planner and/or environmental planner were used to assist with the development review of select complex projects. In addition, developers have agreed to fund the contract staff. Typically, these outside services are for CEQA preparation and Landscape review.

The Planning Division will continue to use on-call as needed contract staffing to augment the development review services and the contract staffing will be paid for by the developers. The adopted Planning activities for the budget cycle will include the following:

- Continue to improve and streamline the Development Review Process;
- Continue to improve and update all development related application forms, checklists and informational flyers to assist the homeowners, contractors, residents and developers;
- Continue to process planning applications and permits efficiently and in a timely manner;
- Participate in strategic planning in preparation of the future update of the General Plan;
- Re-organization and revision to various sections of the Zoning Code to simplify and streamline the zoning regulations;
- Continue to support the Planning Commission, the Historic Preservation Board and the Successor Oversight Board;
- Continue to support economic development goals in the City;
- Partnership with Public Works Department to complete the Town Center Specific Plan amendment in addressing the circulation element, the parking district and the establishment of the Transit Oriented Overlay (TOD) in compliance with the Metro Grant for TOD; and,
- Preparation for the 6th cycle Housing Element



Community Development Department

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Department Budget

PLANNING		2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
FUND/FUNCTION: 1010-4010						
REVENUE						
43400	Plan Review	\$ 50,000	\$ 50,000	\$ 40,000	\$ 40,000	Plan Review fees
43410	Zoning and Subdivision Fees	300,000	200,000	240,000	240,000	Zoning & Subdivision fees
48990	Other Revenue	4,500	4,500	4,500	500,000	Other revenue
TOTAL REVENUE		\$ 354,500	\$ 254,500	\$ 284,500	\$ 780,000	
PERSONNEL SERVICES						
50010	Regular Full-Time Employees	\$ 191,344	\$ 239,861	\$ 239,861	\$ 258,081	Senior Planner - 100%, (2) - Assistant Planner - 100% each
50015	Regular Part-Time Employees	13,000	14,000	14,000	15,000	Administrative Intern - 100%
50110	Medicare Contribution	4,799	3,657	3,657	3,846	
50130	PERS Contribution-Employer	36,510	27,093	27,093	28,002	PERS Employer - Contribution
50210	Group Health Insurance	6,530	5,122	5,122	3,624	
50230	Group Life Insurance	720	540	540	540	
50240	Group LTD Insurance	2,220	1,660	1,660	1,786	
50290	Group Flex Benefits	52,040	38,730	38,730	27,325	
50400	Workers Compensation	1,365	982	982	5,261	
50895	Planning	(93,519)	-	-	-	
TOTAL PERSONNEL SERVICES		215,009	331,645	331,645	343,465	
OPERATING						
51005	Consulting Fees	243,866	150,000	473,569	150,000	Various consulting fees
51200	Legal Fees	19,445	22,500	22,500	15,000	Various legal fees
52200	Telephone	846	1,500	1,500	2,000	Cost of telephone service
53100	Dues and Subscriptions	-	1,437	1,437	1,551	APA & AICP Dues
53200	Training, Conferences and Meetings	225	2,000	2,000	3,000	California and National APA
53300	Postage	1,739	2,000	2,000	2,000	Postage for public hearing notices, department correspondence
53400	Travel Expense	-	-	-	-	
53540	Legal Notices and Publications	6,763	6,000	6,000	6,000	Legal noticing
53580	Blueprint and Photocopy	23	-	-	-	
54000	Office Supplies	2,598	3,000	3,000	3,500	Department office supplies and equipment
54100	Books	260	500	500	-	Laws, Land Use Laws
55250	Sidewalk Infrastructure	-	-	101,431	-	Laws, Land Use Laws
TOTAL OPERATING		275,765	188,937	613,937	183,051	
TOTAL PLANNING		\$ 490,773	\$ 520,582	\$ 945,582	\$ 526,516	



Community Development Department

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Department Budget Cont.

PLANNING COMMISSION		2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
FUND/FUNCTION: 1010-4015						
PERSONNEL SERVICES						
50070	Attendance Fees	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	Attendance fees for Planning Commission
50110	Medicare Contribution	180	175	175	175	
50150	Part-Time Retirement Contribution-Employer	450	450	450	450	
50400	Workers Compensation	50	50	50	50	
TOTAL PERSONNEL SERVICES		12,680	12,675	12,675	12,675	
OPERATING						
53100	Dues and Subscriptions				\$ -	
53200	Conference and Meetings				5,000	
TOTAL OPERATING		-	-	-	5,000	
TOTAL PLANNING COMMISSION		\$ 12,680	\$ 12,675	\$ 12,675	\$ 17,675	



Community Development Department

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Building & Safety

In FY 2015/16, as part of an overall staffing reduction, six (6) positions within the Building & Safety Division were eliminated consisting of 1 Building Official, 1 Plan Checker, 1 Permit Technician and 3 Inspectors. Services provided within the Building & Safety division, such as inspections, plan review, and permitting services were fully provided through contract services until FY2018/19. Between FY 2018/19 and FY 2019/20 2 full time and 1 part time positions were filled consisting of 1 Building Official, 1 FT Permit Technician, and 1 PT administrative Intern. Contract staffing has remained in use for 1 contract Office Assistant and 2 inspectors, as well as on call, as needed plan check services for select projects.

The Building & Safety Division continues to be fully funded through plan check fees, permit fees, and inspection fees. Due to the Coronavirus pandemic, counter visits were limited to a “by appointment only” for the entire FY2020/21 and appointments were no longer required in FY2021/22. The Division also created two new emails to reduce the need for multiple visits by notifying patrons of missing information ahead of their visit to the Building & Safety service counter. The use of the new emails also allowed less person to person contact when issuing and processing applications, provided a detailed record for inspection requests, and are monitored daily. In addition, a QR code was added to the permit card so that contractors/applicants may only be a scan away (smart phone required) from obtaining information regarding inspections and requesting inspections online.

To maintain a high level of customer service and expedient plan check services, the Building & Safety Division will continue to use on-call as needed plan check and inspection contract services on an as needed basis. The FY 2022/23 adopted Building & Safety activities for the budget cycle will include funding for a full time Permit Technician Position, an administrative Intern, and Building Official with support from contracted services for permit processing, plan checks, and inspections.

The Division will:

- Continue to partner with the Planning Division and other Departments in the review and approval of smaller projects thereby streamlining the building permit process.
- Continue to maintain the service level of over the counter review by appointment or one day turnaround time for approval of minor permits such as minor electrical work, re-roof, or HVAC permits.
- Continue to maintain the service level of 21 calendar days for initial plan review for building plans.



Community Development Department

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Department Budget

BUILDING & SAFETY		2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
FUND/FUNCTION: 1010-4100						
REVENUE						
41200	Building Permits	\$ 345,000	\$ 400,000	\$ -	\$ 416,000	Building Permit fees
41220	Electrical Permits	120,000	160,000	-	216,000	Electrical Permit fees
41240	Plumbing Permits	75,000	100,000	-	116,000	Plumbing Permit fees
41260	Mechanical Permits	85,000	85,000	-	100,000	Mechanical Permit fees
43173	Fire Plan Check	8,000	8,000	-	17,000	Fire Plan Check fees
43400	Plan Review	350,000	350,000	-	365,000	Plan Review fees
48990	Other Revenue	-	-	-	-	
TOTAL REVENUE		\$ 983,000	\$1,103,000	\$ -	\$1,230,000	
PERSONNEL SERVICES						
50010	Regular Full-Time Employees	\$ 147,306	\$ 174,891	\$ 170,941	\$ 175,009	Building Official - 100%, Permit Technician - 100%
50015	Regular Part-Time Employees	13,627	14,000	14,000	15,000	
50110	Medicare Contribution	2,706	2,739	2,739	2,590	
50130	PERS Contribution-Employer	19,780	19,904	19,904	18,989	
50210	Group Health Insurance	3,270	3,478	3,478	3,626	
50230	Group Life Insurance	360	360	360	360	
50240	Group LTD Insurance	1,210	1,220	1,220	1,220	
50290	Group Flex Benefits	22,350	22,380	22,380	24,477	
50400	Insp Workers Co.	769	721	721	9,401	
50715	Boot Allowance				300	
TOTAL PERSONNEL SERVICES		211,378	239,693	235,743	250,972	
OPERATING						
51005	Consulting Fees	300,000	300,000	334,618	385,000	Building contracted services
51200	Legal Fees	855	-	-	-	
51560	Plan Check/Inspection	186,145	165,000	130,382	80,000	Plan check fees
52200	Telephone	1,800	1,800	1,800	-	Cost of telephone service
53300	Postage	200	200	200	200	Postage for department correspondence, notices, etc.
53450	Motor Pool	-	-	-	-	
53990	Other	-	-	-	-	
54000	Office Supplies	1,000	1,000	1,000	1,700	Department office supplies and equipment
54010	Duplicating/Copying Supplies	1,000	750	750	750	Printer supplies including toner cartridges
54100	Books	5,500	4,500	4,500	15,000	Books required by Building staff to keep code information current
TOTAL OPERATING		496,500	473,250	473,250	482,650	
TOTAL BUILDING & SAFETY		\$ 707,878	\$ 712,943	\$ 708,993	\$ 733,622	



Code Enforcement

The Code Enforcement Division is budgeted for 2 full time staff, a reduction from 3.5 full-time equivalent positions budgeted in FY 2015-16. The Rental Inspection Program is on hold due to staffing constraints; However, The FY 2021/22 provided for an additional part time Code Enforcement Officer to assist with the increasing workload. Also, in FY 2022/23, the department will add one part-time administrative intern. Code Enforcement staff continue to achieve voluntary compliance with the City's Municipal Code in a proactive manner and to ensure the safety and aesthetic appearance of the community. The adopted Code Enforcement activities for the budget cycle will include the following:

- Continue to protect the City's housing stock by proactively addressing the unpermitted construction and alterations to residential and non-residential properties
- Continue to identify and monitor vacant and/or foreclosed properties in an effort to keep them properly maintain and secure from trespassing and intrusion
- Continue to assist the City's Police Department in addressing problem properties or problem uses
- Work with City Attorney Office to prepare an update on the Administrative Citation Procedures for City Council review and approval



Community Development Department

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Department Budget

CODE ENFORCEMENT		2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
FUND/FUNCTION: 1010-4200						
REVENUE						
43480	Abandoned Property Registration	\$ 800	\$ 800	\$ 800	\$ 500	Abandoned Property Registration
44800	Code Enforcement Fines	30,000	40,000	25,000	30,000	Code Enforcement Fines
48990	Other	52,000	20,000	2,000	1,000	Levied Violations
TOTAL REVENUE		\$ 82,800	\$ 60,800	\$ 27,800	\$ 31,500	
PERSONNEL SERVICES						
50010	Regular Full-Time Employees	\$ 137,880	\$ 139,543	\$ 139,543	\$ 151,492	(2) Code Enforcement Officers - 100% each, Bilingual pay for one Code Enf Officer
50015	Regular Part-Time Employees	-	29,140	29,140	30,000	
50110	Medicare Contribution	1,940	2,387	2,387	2,021	
50130	PERS Contribution-Employer	15,350	15,403	15,403	16,220	
50210	Group Health Insurance	3,270	3,552	3,552	3,688	
50230	Group Life Insurance	360	360	360	360	
50240	Group LTD Insurance	940	944	944	1,026	
50290	Group Flex Benefits	26,640	26,640	26,640	31,440	
50400	Workers Compensation	551	558	558	6,602	
50710	Clothing Allowance	200	400	400	400	
TOTAL PERSONNEL SERVICES		187,131	218,927	218,927	243,249	
OPERATING						
51200	Legal Fees	160,468	100,000	115,000	115,000	Legal fees related to code compliance
51990	Other Professional Services	6,000	-	-	-	
52200	Telephone	3,000	2,600	2,600	2,500	Cost of telephone service
52990	Other Property Services	7,356	7,500	7,500	5,500	Costs related to building close-ups
53100	Dues and Subscriptions	238	300	300	360	(3) Cal Association of Code Enforcement Off Organization Dues
53200	Training, Conferences and Meetings	3,620	3,000	3,000	4,500	Professional development conferences and seminars
53300	Postage	500	500	500	500	Postage for department correspondences, notices.
53450	Motor Pool	9,873	15,991	15,991	18,928	Motor Pool calculation
54000	Office Supplies	1,000	1,000	1,000	1,600	Office supplies
54430	Clothing and Equipment	1,000	1,000	1,000	1,000	Clothing and boot allowance required for Code Enforcement Officers
54850	Small Tool and Minor Equipment	100	100	100	-	Miscellaneous small tools as required for Code Enforcement Officers (Flashlights, tape measures, etc.)
TOTAL OPERATING		193,154	131,991	146,991	149,888	
TOTAL CODE ENFORCEMENT		\$ 380,285	\$ 350,918	\$ 365,918	\$ 393,137	



Special Revenue

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Overview of Special Revenue

Special Revenue Funds are restricted. Revenues in this type of fund may not only be used for specific purposes. Any grant and donation revenues that are received by the City have a special revenue fund associated with them. By accepting the terms of the grant, the City is usually limited to the amount of overhead it may charge in these funds. Overhead includes items such as the salaries and benefits of persons administering the grant, office supplies used in achieving the goals of the grant, etc. By limiting the amount of overhead, this ensures the majority of the funds are spent on achieving the goal as set out by the grant or donation.

Restricted Funds

- Housing Authority
- Community Development Block Grant
- Homeless Grant
- Building Equipment Reserve
- Inmate Communication
- Federal Justice Grant
- Supplemental Law Grant
- Justice Assistance Grant
- COPS Grant
- Traffic Safety Fund
- Other State Grants
- State Gasoline Tax
- Road Maintenance & Rehab
- Proposition A Local Return Transportation Funds
- Proposition C Local Return Transportation Funds
- Measure R Local Return Transportation Funds
- Measure M Local Return Transportation Funds
- State Transportation Development Act (TDA) Funds
- Air Quality Improvement Funds
- Measure W – Safe Clean Water Funds
- State Department of Conservation Beverage Grant Funds
- State Oil Payment Program Grant Funds
- Municipal Parking Assessment District
- Street Lighting Assessment District
- Street Trees and Landscape Assessment District
- Community Facility District 2007-1
- Shoppers Lane Parking Improvement Area
- Literacy Grant
- Workforce Accounts
- Library Equipment Reserve
- Public Education in Government
- Canine Unit Donation
- Police Explorer Donation
- Library Service Donation
- Literacy Donation
- Miscellaneous Grants
- American Rescue Plan Act (ARPA)



Covina Housing Authority

The Covina Housing Authority was established on January 25, 2011, by Resolution 11-6926. On January 30, 2012, (Resolution 12-7045), the Covina City Council elected not to retain the housing assets and functions previously performed by the Covina Redevelopment Agency, which was dissolved pursuant to Part 1.85 of Division 24 of the California Health and Safety Code. All rights, powers, duties and obligations were transferred to the Covina Housing Authority.

The Covina Housing Authority is the housing successor agency of the Covina Redevelopment Agency. The transfer of ownership of the redevelopment housing assets and properties was approved on February 21, 2013, when the Amended Housing Asset Transfer (HAT) form was approved by the state Department of Finance. The two properties transferred under the HAT were the building at 147-151 E. College Street, which was originally purchased using housing funds, and the Transitional House. On March 3, 2014, escrow closed on the sale of the commercial property on College Street and the funds were deposited to the Low and Moderate Income Housing Asset Fund.

ABx1 26, AB 471, AB 1793 and SB 341 regulate the actions and expenditures of the housing successor. Changes under SB 341 are outlined below.

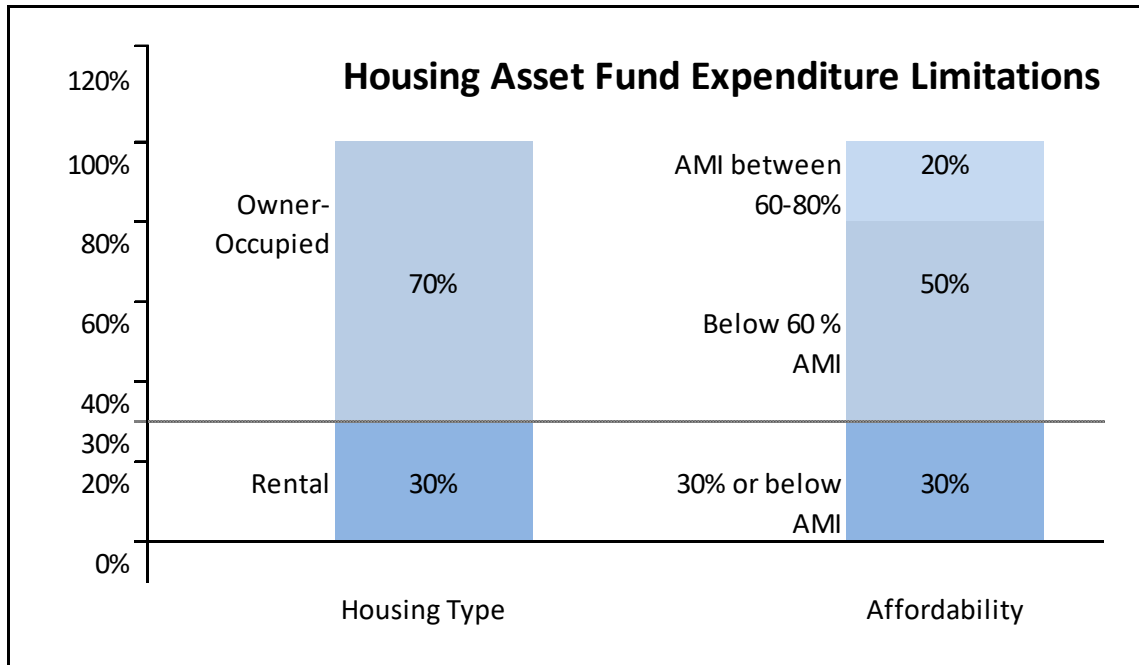
Senate Bill 341 was approved in October 2013 and went into effect on January 1, 2014. Among other changes, SB 341 regulates the use of money deposited into the new Low and Moderate Income Housing Asset Fund, (Asset Fund) and the types of low-income tenants that may be served by projects assisted with monies from the Asset Fund. The funds in the Asset Fund must be spent first on monitoring existing affordable housing projects as well as administering programs. If the housing successor, has satisfied all of its obligations under Sections 33413 (housing production and replacement housing) and 33418 (monitoring and data base maintenance on web), the housing authority may expend a maximum of \$250,000 each fiscal year for homeless prevention and rapid rehousing programs for individuals and families who are homeless or would be homeless, but for this assistance. Obligations under 33413 and 33418 have been met and were documented and reported to Council on March 10, 2019.

Any money remaining in the Asset Fund after expenditures for monitoring affordability covenants, administration and homeless prevention and rapid re-housing services (if any) may be spent for the development of housing affordable to and occupied by households earning 80% or less of area median income with at least 30 percent of these remaining funds expended for the development of rental housing affordable to and occupied by households earning 30 percent or less of the area median income and no more than 20 percent of these remaining funds expended for the development of housing affordable to and occupied by households earning between 60 percent and 80 percent of the area median income.

The table below demonstrates how the funding is to be allocated.



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Failure to comply with the extremely low income requirement in any 5-year reporting period will result in the Housing Authority having to ensure that 50% of remaining funds be spent on extremely low income rental units until in compliance. Exceeding the expenditure limit for households earning between 60% and 80% of the AMI in any 5-year reporting period will result in the Housing Authority not being able to expend any funds on these income categories until in compliance.

In 2021, for a household of one, the income limit for households earning 80% or less of area median income, adjusted for household size, is \$66,250; for a household of four the income limit is \$94,600.

Approximately \$3.4 million is available in the Asset Fund at this time. Over the coming years, it is anticipated that the amount will slowly increase due to repayment of loans made by the Covina Redevelopment Agency. Staff is evaluating how to best utilize these funds over the next year and will make recommendations to the City Council.

Staffing

In FY 2018/19, funding was approved mid-year for a full-time Management Analyst Trainee position. In FY 2019/20, one part-time Administrative Intern was reclassified to one part-time Administrative Technician. In FY 2020/2021, one full-time Management Analyst Trainee was reclassified to a Management Analyst, and the Management Analyst Trainee position was refilled by the Administrative Technician. Additionally, the Senior Housing and CDBG Economic Development Manager position was vacated due to a retirement, and the position was removed. A part time Housing and Successor Agency Management position remains vacant. In FY 2022/23, it



Special Revenue FY 2022/23 Adopted Budget

is expected that the Management Analyst will be reclassified to Senior Management Analyst, and the Management Analyst Trainee will be reclassified to Management Analyst. An Office Assistant position is also expected to become available in the upcoming FY.

Loan Repayments

Under the ROPS, past monies due to the Housing Asset Fund from the dissolved Covina Redevelopment Agency will be reimbursed. Loan repayments under the ROPS are shown below. In FY 2016/17 the following payments were made:

Loan Name	Carry-over Principal	Reimbursed 2016-17	Remaining Principal
Set Aside Deferral	280,678	280,678	0
SERAF 2010	2,177,220	1,010,784	1,166,436
SERAF 2011	488,251	0	488,251

In FY 2017/18, the following payments were made:

Loan Name	Carry-over Principal	Reimbursed 2017/18	Remaining Principal
Set Aside Deferral	0	0	0
SERAF 2010	1,166,436	179,157	\$987,279
SERAF 2011	488,251	0	488,251

In FY 2018/19, the following payments were made:

Loan Name	Carry-over Principal	Reimbursed 2018/19	Remaining Principal
Set Aside Deferral	0	0	0
SERAF 2010	987,279	987,279	0
SERAF 2011	448,251	0	448,251

In FY 2019/20, the following payments were made:

Loan Name	Carry-over Principal	Reimbursed 2019/20	Remaining Principal
Set Aside Deferral	0	0	0
SERAF 2010	987,279	987,279	0
SERAF 2011	448,251	33,032	415,219

SB 341—Additional requirements

Additional requirements under SB 341 include determining if there is excess surplus; providing compliance reporting for expenditures from January 1, 2014, through the end of the latest fiscal year covered in the report, and thereafter; compliance must be demonstrated every five years. Additional changes include senior citizen housing limitations; authority for joint activities of housing successors where two or more housing successors within 15 miles of each other may enter into agreement to provide certain types of housing; an annual financial audit requirement, and new annual reporting requirements related to internet web postings.



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Monitoring of covenanted affordable housing

There are a total of 428 rental units and 18 owner-occupied units covenanted with affordability restrictions. The Authority monitors the affordable units for continued eligibility of tenants, based on income.

Primary goals for the coming fiscal year, in the Covina Housing Authority include:

- Complete and file the Annual Report for the Housing Authority.
- Update the required web information on the Low-and Moderate-Income Housing Asset Fund.
- Conduct and provide to the Board an independent financial audit of the Fund within six months of the end of the fiscal year.
- Complete and file the Compliance Report, an addendum to the Covina Annual Progress Report submitted to the State Department of Community Development.
- Complete the monitoring of covenanted affordable units.
- Develop a plan for a comprehensive affordable housing program.

Housing Bonds Proceeds Funding Agreement

Covina Housing Authority Resolution 16-001 and Successor Agency Resolution 16-035 approved the execution and delivery of a Housing Bonds Proceeds Funding Agreement (Agreement) between the Successor Agency and the Covina Housing Authority. The resolutions were approved March 22, 2016, to take effect July 1, 2016. The Agreement provided for the transfer of housing bond proceeds from the Successor Agency to the Covina Redevelopment Agency, to the Housing Successor (the Covina Housing Authority), to be used consistent with bond covenants. In FY 2016/17, \$328,401 was transferred, and in FY 2017/18, the balance of \$249,349.21 was transferred, subject to approval on the Recognized Obligation Repayment Schedule (ROPS), and review by the Oversight Board, and the State Department of Finance. Bond funds were transferred from Account S0550000 to 20254700.



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Department Budget

LOW MOD HOUSING ASSET FUND			2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
FUND/FUNCTION/PROJECT: 2020-0000							
REVENUE							
47200		Interest on Investments	\$ -	\$ 30,000	\$ 30,000	\$ 25,000	
49120		Transfer-Special Revenue Fund	338,420	-	-	-	
49182		Transfer from SACRA to General Fund	415,219	-	-	-	
TOTAL REVENUE			\$ 753,639	\$ 30,000	\$ 30,000	\$ 25,000	
FUND/FUNCTION/PROJECT: 2020-0000							
OPERATING							
53725	COVID	Homeless Preventn/Rapid Rehsg	\$ -	\$ -	\$ -	\$ -	
TOTAL OPERATING			\$ -	\$ -	\$ -	\$ -	
FUND/FUNCTION/PROJECT: 2020-4700							
PERSONNEL SERVICES							
50010		Regular Full-Time Employees	\$ 129,350	\$ 109,248	\$ 118,057	\$ 79,519	Community Development Director - 10%, Management Analyst - 50%, Management Analyst Trainee - 100%, Sr. Accountant - 5%, Various Education and Bilingual Pays
50015		Regular Part-Time Employees	38,310	32,666	32,666	-	Sr. Housing/Econ Dev Manager - 50%, Community Resource Specialist - 100%
50110		Medicare Contribution	2,240	2,053	2,053	1,174	
50130		PERS Contribution-Employer	14,500	12,375	12,375	8,153	PERS Employer - Contribution
50131		PERS Unfunded Liability	29,281	28,180	28,180	4,117	
50210		Group Health Insurance	2,440	1,140	1,140	817	
50230		Group Life Insurance	270	298	298	190	
50240		Group LTD Insurance	890	760	760	551	
50290		Group Flex Benefits	18,510	11,948	11,948	7,460	
50400		Workers Compensation	411	571	571	2,561	
50900		Pension Obligation Allocation	-	-	-	20,408	
TOTAL PERSONNEL SERVICES			\$ 236,202	\$ 199,239	\$ 208,048	\$ 124,950	
OPERATING							
51005		Consulting Fees	310,000	390,000	390,000	290,000	Grantwriting for homelessness needs, Housing Element creation, Architect consultant costs
51205		Redevelopment and Legal Fees	20,000	60,000	60,000	60,000	Legal fees
52990		Other Property	2,000,000	2,000,000	2,000,000	2,000,000	Acquisition costs of Facility
53100		Dues and Subscriptions	15,400	15,400	15,400	16,500	Professional memberships to government organizations
53200		Train/Conf/Mtg/Travel	10,000	10,000	8,390	10,000	partners
53300		Postage	60	60	160	200	Postage supplies
53725		Homeless Preventn/Rapid Rehsg	200,000	200,000	200,000	200,000	Rapid Rehousing Program funds
53733		Grant Program - Transport Mileage	1,500	1,500	1,500	1,500	CCLA employee mileage expenses
53735		Grant Program - Mental Health Services	200	200	200	200	Mental health services for transitional house residents
53737		Grant Program - Equipment	400	400	400	400	Replace broken and outdated equipment at transitional house
53738		Grant Program - Furnishings	300	300	300	300	Replace furniture and appliances for the transitional house
53739		Grant Program - Food	150	400	400	400	Provide food for emergency situations at transitional house
53741	37000	Grant Program - Supp Services Personnel	71,000	82,400	82,400	85,000	Supportive services provided by CCLA contract for transitional house operation
53742	37001	Grant Program - Operations Personnel	49,000	50,500	50,500	54,000	McGill House - Personnel services
53743		Grant Program - Transportation	1,400	1,400	1,400	1,400	Cost of providing bus passes and taxi tokens for transitional house residents
53744	37000	Grant Program - Supplies	1,300	1,300	1,300	1,300	Household and office supplies for McGill House
53744	37001	Grant Program - Supplies	750	500	500	500	Household supplies and office supplies
53745		Grant Program - Administrative	4,490	4,490	6,000	6,000	Administrative and audit fees incurred by CCLA under contract for transitional house operation
53746	37001	Grant Program - Maintenance/Repairs	3,500	4,000	4,000	4,000	Transitional house maintenance and repair including annual HVAC contract cost
53746	COVID	Maintenance/Repairs	-	-	-	-	
53748	37001	Grant Program - Insurance	1,000	1,000	1,000	1,000	CCLA insurance cost under transitional house contract
53750		Grant Awards	60,000	60,000	60,000	40,000	Grant awards
53755		Grant Program - Moving Costs	390	390	390	390	Assist transitional house residents with moving costs when moving to permanent housing
53757		Grant Program - Substance Abuse Treatment	100	100	100	100	Purchase testing material for drug abuse
53770		Rehab Cost	50,000	-	-	50,000	
53990		Other	25,000	25,000	25,000	25,000	Costs related to McGill House
54000		Office Supplies	1,000	1,000	1,000	1,000	Office supplies
54010		Duplicating/Copy Supplies	200	200	200	200	Copying fees
55100		Buildings and Structures	45,000	45,000	45,000	45,000	Maintenance & repair for McGill House
55200		Improvements-Not Bldgs/Structures	-	-	-	-	
58900		Indirect Cost Allocation	67,984	19,919	19,919	51,648	
59110		Transfer - General Fund	-	-	-	-	
TOTAL OPERATING			2,940,124	2,975,459	2,975,459	2,946,038	
TOTAL LOW MOD HOUSING ASSET FUND			\$ 3,176,326	\$ 3,174,698	\$ 3,183,507	\$ 3,070,988	



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Department Budget Cont.

HOUSING BOND PROCEEDS 04 PRIVATE			2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
FUND/FUNCTION: 2025-4700							
REVENUE							
47200	LMIH-Housing Interest		\$ -	\$ 6,000	\$ 6,000	\$ 4,500	
47300	Interest on Loans		-	-	-	-	
49180	Transfer-Trust/Agency Fund		33	7,664	7,664	-	2004 Housing Interest Fund from S531
TOTAL REVENUE			\$ 33	\$ 13,664	\$ 13,664	\$ 4,500	
PERSONNEL SERVICES							
50010	Regular Full-Time Employees		\$ 32,830	\$ -	\$ -	\$ -	
50110	Medicare Contribution		470	-	-	-	
50130	PERS Contribution-Employer		3,700	-	-	-	
50131	PERS Unfunded Liability		7,472	-	-	-	
50210	Group Health Insurance		430	-	-	-	
50230	Group Life Insurance		50	-	-	-	
50240	Group LTD Insurance		230	-	-	-	
50290	Group Flex Benefits		3,470	-	-	-	
50400	Workers Compensation		400	-	-	-	
TOTAL PERSONNEL SERVICES			\$ 49,052	\$ -	\$ -	\$ -	
OPERATING							
53747	Grant Programs - Utilities		8,100	8,000	8,000	10,000	Utility costs for transitional house and CCLA office
53770	Rehabilitation Costs		24,000	25,000	25,000	25,000	Maintenance for Transitional House
TOTAL OPERATING			32,100	33,000	33,000	35,000	
TOTAL HOUSING BOND PROCEEDS 04 PRIVA			\$ 81,152	\$ 33,000	\$ 33,000	\$ 35,000	

LMIH 2002 BOND-PUBLIC AREA 1			2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
FUND/FUNCTION/PROJECT: 2053-3400							
OPERATING							
59140	P1601	Transfer - Capital Projects Fund	\$ 4,000	\$ -	\$ 567	\$ -	
TOTAL OPERATING			4,000	-	567	-	
TOTAL LMIH 2002 BOND-PUBLIC AREA 1 (2053-3400)			\$ 4,000	\$ -	\$ 567	\$ -	
FUND/FUNCTION/PROJECT: 2053-4400							
REVENUE							
49180		Transfer-Trust/Agency Fund	\$ 39	\$ 568	\$ 568	\$ -	Transfer from SACRA Bond funds
TOTAL REVENUE			\$ 39	\$ 568	\$ 568	\$ -	
FUND/FUNCTION/PROJECT: 2053-4700							
REVENUE							
47200		Interest on Investments	\$ -	\$ -	\$ -	\$ -	
TOTAL REVENUE			\$ -	\$ -	\$ -	\$ -	
TOTAL LMIH 2002 BOND-PUBLIC AREA 1			\$ 4,000	\$ -	\$ 567	\$ -	



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Department Budget Cont.

2004 BOND-PRIVATE			2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
FUND/FUNCTION/PROJECT: 2055-2200							
OPERATING							
55250		Sidewalk Infrastructure	\$ -	\$ -	\$ 27,000	\$ -	
TOTAL OPERATING			\$ -	\$ -	\$ 27,000	\$ -	
FUND/FUNCTION/PROJECT: 2055-4400							
REVENUE							
49180		Transfer-Trust/Agency Fund	\$ 283	\$ 66,411	\$ 66,411	\$ -	2004B Non Housing Interest from Fund S531
TOTAL REVENUE			\$ 283	\$ 66,411	\$ 66,411	\$ -	
OPERATING							
51005	18066	Consulting Fees	\$ 80,632	\$ -	\$ -	\$ -	
55200		Improvements-Not Bldgs/Structr	78,572	-	228	-	
55200	P1902	Improvements-Not Bldgs/Structr	989,952	-	876,093	-	
55200	P2005	Improvements-Not Bldgs/Structr	527,476	-	329,051	-	
55200	P2109	Improvements-Not Bldgs/Structr	200,957	-	200,957	-	
55360	P1902	Parking Facilities	8,950	-	-	-	
TOTAL OPERATING			\$1,886,538	\$ -	\$1,406,329	\$ -	
FUND/FUNCTION/PROJECT: 2055-4700							
REVENUE							
47200		Interest on Investments	\$ -	\$ 16,000	\$ 16,000	\$ 8,000	
TOTAL REVENUE			\$ -	\$ 16,000	\$ 16,000	\$ 8,000	
FUND/FUNCTION/PROJECT: 2055-4950							
OPERATING							
59140	P1601	Transfer - Capital Projects Fund	\$ 212,341	\$ -	\$ 250,000	\$ -	
TOTAL OPERATING			\$ 212,341	\$ -	\$ 250,000	\$ -	
TOTAL 2004 BOND-PRIVATE			\$2,098,879	\$ -	\$1,683,329	\$ -	



Community Development Block Grant Programs

The Community Development Block Grant (CDBG) program is federally-funded through the United States Department of Housing and Urban Development. Covina participates in the CDBG program through membership in the Los Angeles Urban County, which is achieved through an agreement with the Los Angeles County Community Development Authority (LACDA).

CDBG funds may be used to pay reasonable program administration costs, up to twenty percent of the program funds expended. Program administration costs include staff and related costs required for overall program management, coordination, monitoring, reporting, and evaluation of the following types of CDBG-funded programs which will be active in FY 2022/23:

- Senior Case Management
- Senior Information and Referral
- Senior Nutrition
- Second Start Literacy
- Section 108 Loan Payment Program
- Residential Rehabilitation
- Adult Workforce Job Readiness Program

The following programs, funded in prior years, will be carried over to FY 2022/23:

- Downtown Neighborhood Business Workforce Augmentation Program

Permanent Local Housing Allocation

In 2017, Senate Bill 2 (Building Homes and Jobs Act) created the Permanent Local Housing Allocation (PLHA) Program, which provides a permanent source of funding for affordable housing in the State of California. PLHA revenue is generated through Property Transfer Fees to increase affordable housing stock in California. The Los Angeles Community Development Authority (LACDA), on behalf of Los Angeles County, applied to the California Department of Housing and Community Development (HCD) for its annual allocation. This allocation includes funding for the LACDA to administer the program and for the Urban County Participating Cities to implement housing programs, similarly to how Community Development Block Grant (CDBG) funds are allocated to non-entitlement cities like Covina. Although not specifically a CDBG project, this project is also administered by LACDA.

The goal of PLHA is to maximize the amount of funds available to cities to finance the creation and preservation of affordable housing. Some eligible activities include:

- Matching portions of funds placed into Local or Regional Housing Trust Funds.
- Assisting persons who are experiencing or at risk of homelessness, including operating and capital costs for navigation centers and emergency shelters, and the new construction, rehabilitation, and preservation of permanent and transitional housing. Funds utilized for this purpose must incorporate the core components of Housing First, as provided in WIC Section 8255, subdivision (b)



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- Matching portions of funds available through the Low- and Moderate-Income Housing Asset fund pursuant to subdivision (d) of HSC Section 343176.

The first year of the program allocation began in FY 20-21, and the allocation and participation agreement were approved on October 6, 2020. Covina's allocation in Funding Year One was \$179,976. \$25,000 was allocated to the San Gabriel Valley Regional Housing Trust as matching seed money, with the balance banked for a future affordable housing project.

On June 15, 2021, Covina City Council approved the proposed allocation of and participation in the Second Year of the PLHA Program. In Funding Year Two, Covina was allocated \$279,739, of which all was allocated to be used for a future affordable housing project.

Public Service Programs

CDBG regulations allow the use of grant funds for a variety of public service activities, including but not limited to senior services, homeless services, recreational services and health services. The amount of CDBG funds obligated within a program year to support public service activities may not exceed 15% of the total grant awarded for that year. The CDA requires that programs are funded at a minimum of \$10,000. The public service must be either a new service or a quantifiable increase in the level of the service. This requirement is intended to prevent the substitution of CDBG funds for recent support of public services by the City using local or state government funds. The following Public Service programs are planned for FY 2022/23:

Program Name	Amount	Program Description
Second Start Literacy	\$14,319	This is a continuing program that provides trained volunteers to teach basic reading, writing, spelling and math skills to illiterate and functionally-illiterate English-speaking adults ages 16 and up. The program is run by Covina staff in the Covina Library. It is anticipated that 18 unduplicated people will be served in FY 2022/23.
Senior Information and Referral	\$10,000	Funds in this continuing program are used to provide referral services such as housing needs, transportation information, legal assistance, support groups and health education awareness to senior citizens. The program is run through the Senior Center of the Parks and Recreation Department. It is anticipated that 130 unduplicated people will be served in FY 2022/23.
Senior Nutrition	\$10,000	Hot, nutritious meals are provided at a subsidized cost, or at no cost, Monday through Friday at the Covina Senior and Community Center in Kelby Park, to seniors. A service contractor through the Parks and Recreation Department provides services for this continuing program. It is anticipated that 90 unduplicated people will be served in FY 2022/23.
Senior Case Management	\$10,000	This is a continuing program providing case management services to senior citizens in the City. The program provides for in-home assessments and personal care programs for problem resolution as well as on-site service at the Senior Center. Service



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Adult Workforce Job Readiness Program	\$45,000	is provided by a service contractor through the Parks and Recreation Department. It is anticipated that 45 unduplicated people will be served in FY 2022/23. This continuing program prepares and trains low- and moderate-income job seekers for entry into career-track permanent employment through a local Community Based Development Organization (CBDO) job-readiness program. The CBDO partners with local employers to hire graduates of the job-readiness program. This program is eligible to be considered public service in FY 2022/23 due to its classification as a Community Based Development Organization (CBDO).
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Section 108 Loan Repayment Program

\$185,597

In FY 2017/18, a \$2,500,000 Section 108 Loan through the Community Development Authority of the County of Los Angeles was approved. The first payment which included a principal payment amount of \$121,500 was made on the loan in FY 2018/19; when the public bid offering was later made, the amount financed was \$2,375,000 on a note dated 3/28/2019, for twenty years. The amount payable for the Section 108 Loan payment is withheld from the annual allocation by the CDA. This is a twenty-year loan which will affect the amount of available CDBG funds for programming.

Residential Rehabilitation Program

\$20,549

Through this program, the City finances the cost of rehabilitation of income-qualified owner-occupied residential properties, including mobile homes. For single-family residential properties, the program offers a \$10,000 forgivable grant and a loan up to \$20,000 at three percent simple interest. Owners of mobile homes are eligible to receive up to \$8,000 in grant funds.

Authorized repairs include, but are not limited to, leaking roofs, sewer connections, fumigation, replacement of dry rot and termite damaged wood, window replacement, exterior painting, and ADA assistance for the elderly and physically challenged homeowners. Code violations are corrected before other repairs are considered. Lead-based paint and asbestos testing and remediation are completed before work commences.

The program is administered on a first-come, first served basis, with urgent, safety and hazardous conditions receiving priority. The intent of this program is to help maintain, protect and preserve the community's affordable housing stock. In FY 19/20, the program was suspended due to Covid-19. In FY 2020/21, \$26,847 was allocated to this program, although the program remained suspended due to the continued State of Emergency in FY 21-22, \$16,774 was allocated to the program. In FY 2022/23, \$20,549 was added in New Year funding to this project, as well as \$25,000 in cancelled CDBG project funds which will be added to the allocation carried over from last year. Administration of the program is funded through the program. It is anticipated that three loans and grants will be made in FY 2022/23.



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Projects Funded In Prior Years and Carried Over to FY 2022/23

FY 2021/22 to FY 2022/23	602371-21	\$100,000	Downtown	Neighborhood	Business
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Workforce Augmentation Program

This project will allow for four \$25,000 forgivable loans. Funds will be provided to qualifying for-profit businesses as a forgivable loan. If after one year the business meets program requirements, the loan will be forgiven. A minimum of 51% of the employees hired by a business under this program must be qualified as low- and moderate-income household.

Primary goals for the coming fiscal year, in the CDBG activity include:

- Monitor and coordinate all CDBG fund expenditures for compliance with various federally mandated rules and regulations, and County of Los Angeles regulations.
- Coordinate citizen involvement in the grant request process.
- Oversee Public Service Programs to ensure compliance with federal regulations.
- Evaluate housing rehabilitation applications for priority status, with leaking roofs and health and safety-related repairs receiving highest priority.
- Fund housing rehabilitation projects with highest priority in this fiscal year.
- Ensure compliance with lead-based paint hazard regulations.
- Ensure compliance with asbestos requirements.
- Fund work required in the construction phase of the Covina senior center.
- Oversee the successful implementation of CDBG programs.



Special Revenue FY 2022/23 Adopted Budget

Department Budget

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)			2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
CDBG ECONOMIC DEVELOPMENT FUND/FUNCTION/PROJECT: 2100-4750							
REVENUE							
42050	17875	Community Development Block Grant	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000	LACDA CDBG Grant reimbursement
42050	20298	Community Development Block Grant	100,000	100,000	100,000	-	TCSP Special Economic Development Project
42050	20299	Community Development Block Grant	2,849	-	-	-	
TOTAL REVENUE			\$ 147,849	\$ 145,000	\$ 145,000	\$ 45,000	
PERSONNEL SERVICES							
50010	20299	Regular Full-Time Employees	\$ 2,849	\$ -	\$ -	\$ -	
TOTAL PERSONNEL SERVICES			2,849	-	-	-	
OPERATING							
53750	17875	Grant Awards	45,000	45,000	45,000	45,000	Employment program services provided by Support Solutions
53750	20298	Grant Awards	100,000	100,000	100,000	-	TCSP Special Economic Development Project
CV03-53750		Grant Awards	70,848	-	-	-	
TOTAL OPERATING			215,848	145,000	145,000	45,000	
TOTAL CDBG - ECONOMIC DEVELOPMENT			\$ 218,697	\$ 145,000	\$ 145,000	\$ 45,000	
CDBG SECOND START LITERACY FUND/FUNCTION/PROJECT: 2100-4800/CV01/CV02/CV03							
REVENUE							
42050	80043	Community Development Block Grant	\$ 14,830	\$ 14,895	\$ 14,895	\$ 14,319	LACDA CDBG Grant reimbursement
42050	80044	Community Development Block Grant	10,000	10,000	10,000	10,000	LACDA CDBG Grant reimbursement
42050	80045	Community Development Block Grant	10,000	10,000	10,000	10,000	LACDA CDBG Grant reimbursement
42050	80046	Community Development Block Grant	10,000	10,000	10,000	10,000	LACDA CDBG Grant reimbursement
CV01-42050		Community Development Block Grant	7,000	-	-	-	
CV02-42050		Community Development Block Grant	100,000	-	-	-	
CV03-42050		Community Development Block Grant	70,848	-	-	-	
TOTAL REVENUE			\$ 222,678	\$ 44,895	\$ 44,895	\$ 44,319	
PERSONNEL SERVICES							
50010	80043	Regular Full-Time Employees	\$ 9,954	\$ 9,321	\$ 9,321	\$ 9,340	Library Services Supervisor - 20.60%
50015	80044	Regular Part-Time Employees	9,855	9,855	9,855	9,761	PT salaries for CDBG program
50110	80043	Medicare Contribution	270	119	119	141	
50110	80044	Medicare Contribution	145	145	145	145	
50130	80043	PERS Contribution-Employer	2,120	939	939	960	PERS Employer - Contribution
50131	80043	PERS Unfunded Liability	-	2,138	2,138	485	
50230	80043	Group Life Insurance	40	14	14	17	
50240	80043	Group LTD Insurance	130	56	56	60	
50290	80043	Group Flex Benefits	2,140	2,132	2,132	830	
50400	80043	Workers Compensation	176	176	176	83	
50400	80044	Workers Compensation	-	-	-	94	
50900	80043	Pension Obligation	-	-	-	2,403	
TOTAL PERSONNEL SERVICES			\$ 24,830.00	\$ 24,895.00	\$ 24,895.00	\$ 24,319.00	
OPERATING							
CV02-51005		Consulting Fees	20,000	-	-	-	
53750		Grant Awards	-	-	-	-	
53750	80045	Grant Awards	10,000	10,000	10,000	10,000	Services provided for Nutrition Program of SGVWCA
53750	80046	Grant Awards	10,000	10,000	10,000	10,000	Services provided for Senior Case Mgmt program
CV01-53750		Grant Awards	7,000	-	-	-	
CV02-53750		Grant Awards	80,000	-	-	-	
TOTAL OPERATING			127,000	20,000	20,000	20,000	
TOTAL CDBG - SECOND START LITERACY/COVID SEN NUTRI			\$ 151,830	\$ 44,895	\$ 44,895	\$ 44,319	



Special Revenue FY 2022/23 Adopted Budget

Department Budget Cont.

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)			2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
CDBG RESIDENTIAL REHABILITATION FUND/FUNCTION/PROJECT: 2100-4850							
REVENUE							
42050	85000	Community Development Block Grant	\$ 72,429	\$ 36,789	\$ 56,471	\$ 20,549	LACDA CDBG Grant reimbursement
TOTAL REVENUE			\$ 72,429	\$ 36,789	\$ 56,471	\$ 20,549	
OPERATING							
53750	85000	Grant Awards	\$ 56,000	\$ 30,000	\$ 45,466	\$ 10,000	Grant awards
53760	85000	Loan Awards	16,429	6,789	11,005	10,549	Qualifying housing rehabilitation loan
TOTAL OPERATING			72,429	36,789	56,471	20,549	
TOTAL CDBG - RESIDENTIAL REHAB			\$ 72,429	\$ 36,789	\$ 56,471	\$ 20,549	
CDBG RESIDENTIAL REHABILITATION FUND/FUNCTION/PROJECT: 2100-4950							
REVENUE							
42050	17873	Community Development Block Grant	\$ 25,000	\$ 25,000	\$ 25,000	\$ -	LACDA CDBG Grant reimbursement
42050	17874	Community Development Block Grant	131,402	-	-	-	
42050	18065	Community Development Block Grant	15,000	-	-	-	
TOTAL REVENUE			\$ 171,402	\$ 25,000	\$ 25,000	\$ -	
OPERATING							
51005	17874	Consulting Fees	\$ 21,000	\$ -	\$ -	\$ -	
51005	18065	Consulting Fees	15,000	-	-	-	
52700	17874	Construction Services	110,402	-	-	-	
53750	17873	Grant Awards	25,000	25,000	25,000	-	Grant awards
TOTAL OPERATING			\$ 171,402.00	\$ 25,000.00	\$ 25,000.00	\$ -	
TOTAL CDBG - PUBLIC IMPROVEMENTS			\$ 171,402	\$ 25,000	\$ 25,000	\$ -	
CDBG RESIDENTIAL REHABILITATION FUND/FUNCTION: 2100-4960							
REVENUE							
42050		Community Development Block Grant	\$ 191,996	\$ 188,795	\$ 188,795	\$ 185,597	LACDA CDBG Grant reimbursement
TOTAL REVENUE			\$ 191,996	\$ 188,795	\$ 188,795	\$ 185,597	
OPERATING							
56410		Loan Principal	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	Principal Payment on Section 108 Loan
56540		Loan Interest	66,996	63,795	63,795	60,597	Interest Payment on Section 108 Loan
TOTAL OPERATING			191,996	188,795	188,795	185,597	
TOTAL CDBG - SECTION 108 LOAN REPAYMENT			\$ 191,996	\$ 188,795	\$ 188,795	\$ 185,597	
TOTAL CDBG REVENUE			\$ 806,354	\$ 440,479	\$ 460,161	\$ 295,465	
TOTAL CDBG EXPENDITURES			\$ 806,354	\$ 440,479	\$ 460,161	\$ 295,465	
NET BUDGET EXCESS (SHORTAGE)			\$ -	\$ -	\$ -	\$ -	



Housing & Homelessness Grants

The Community Development Division is proactive in applying for grants to fund a multitude of projects across a wide array of subjects. The list of grants being implemented varies from year to year depending on what is available and what has been awarded. The grants listed in this series are limited in both how long the funds are available to be spent, and how often the City may receive funding.

Los Angeles County Grants – Measure H and HEAP

In December 2019, the Covina City Council approved a contract between Covina and Los Angeles County for a Priority I grant using Measure H and HEAP funding. The grant amount is \$300,000. Funding is to be used for work to perform landlord outreach, work to improve hospital discharge policies, and engage with interim housing providers to create a voucher program. This program has been on hold due to COVID-19. This funding expires in December, 2022.

Department Budget

PERMANENT LOCAL HOUSING ALLOCATION		2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
PERMANENT LOCAL HOUSING ALLOCATION: 2120-4700						
REVENUE						
42290	Other County Grants-Subvention	\$ -	\$ -	\$ -	\$ 459,715	
TOTAL REVENUE		\$ -	\$ -	\$ -	\$ 459,715	
OPERATING						
53750	Grant Awards	\$ 10,000	\$ 10,000	\$ 10,000	\$ 459,715	
TOTAL OPERATING		10,000	10,000	10,000	459,715	
TOTAL HOMELESS GRANT FUND		\$ 10,000	\$ 10,000	\$ 10,000	\$ 459,715	

HOMELESS GRANT FUND		2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
HOMELESS GRANT FUND/FUNCTION: 2140-4725						
REVENUE						
42290	Other County Grants-Subvention	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	Priority 1 grant with LA County - Homeless Services
TOTAL REVENUE		\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	
OPERATING						
51290	Other Legal Fees	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	Priority 1 Grant - Legal Fees
53740	Personnel Costs	80,000	80,000	80,000	80,000	Priority 1 Grant - Consultant Personnel Costs
53742	Operations Personnel	23,000	23,000	23,000	23,000	Priority 1 Grant - Operating Costs
53747	Utilities	20,000	20,000	20,000	20,000	Priority 1 Grant - Utility Costs
53748	Insurance	8,000	8,000	8,000	8,000	Priority 1 Grant - Insurance
53780	Rent Subsidies	40,000	40,000	40,000	40,000	Priority 1 Grant - Rental Subsidies-RRH
53781	Landlord Incentives	20,000	20,000	20,000	20,000	Priority 1 Grant - Landlord Incentives
53782	Rental Vouchers	48,563	48,563	48,563	48,563	Priority 1 Grant - Housing Vouchers
53783	Discharge Housing Subsidies	50,437	50,437	50,437	50,437	Priority 1 Grant - Discharge Housing
TOTAL OPERATING		300,000	300,000	300,000	300,000	
TOTAL HOMELESS GRANT FUND		\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	



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Building Equipment Reserve

This fund accounts for funds received through the building permit process for permanent storage of project plans as required by the State of California. The funds generated are based on an assessment of 2% of the permit value and will be used for plan microfilming/archiving.

Department Budget

BUILDING EQUIPMENT RESERVE	2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
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BUILDING EQUIPMENT RESERVE FUND/FUNCTION: 2185-4100

REVENUE

43401	Plan Maint Fee	\$ 3,700	\$ 3,700	\$ 3,700	\$ 5,000	Permit Fees
TOTAL REVENUE		\$ 3,700	\$ 3,700	\$ 3,700	\$ 5,000	

OPERATING

53570	Microfilming Services	\$ 25,000	\$ 19,338	\$ 19,338	\$ 11,000	Service costs to digitize large format records such as plans and building parcels.
TOTAL OPERATING		25,000	19,338	19,338	11,000	

TOTAL BUILDING EQUIPMENT RESERVE		\$ 25,000	\$ 19,338	\$ 19,338	\$ 11,000	
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Inmate Communication

The Inmate Communication Fund is revenue collected from fees of inmates making phone calls at the City of Covina Jail.

Department Budget

POLICE DEPARTMENT SPECIAL REVENUES			2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
INMATE COMMUNICATION FUND/FUNCTION/PROJECT: 2205-1150							
REVENUE							
43121		Inmate Telephone Use Fee	\$ 500	\$ 500	\$ 500	\$ -	Fees from inmates making phone calls
TOTAL REVENUE			\$ 500	\$ 500	\$ 500	\$ -	
OPERATING							
54990		General Supplies	\$ -	\$ -	\$ -	\$ -	
58900		Computer Hardware and Software	27,553	-	-	-	
TOTAL OPERATING			27,553	-	-	-	
TOTAL INMATE COMMUNICATION - (2205-1150)			\$ 27,553	\$ -	\$ -	\$ -	



Special Revenue FY 2022/23 Adopted Budget

Police Department Grants

The Police Department Grants funds are associate with both state and federal grants awarded to the City of Covina. Funds from these grants can are used for employee support and counseling, special training, and personnel costs related to TRAP (Regional Auto Theft Prevention).

Department Budget

FEDERAL TREASURY NARCOTICS: 2221-0000						
REVENUE		2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	
47200	Interest on Investments	\$ -	\$ -	\$ -	\$ 100	
TOTAL REVENUE		\$ -	\$ -	\$ -	\$ 100	
FEDERAL TREASURY NARCOTICS: 2221-0000						
OPERATING						
53800	Other Professional Fees	\$ -	\$ -	\$ -	\$ -	
58900	Award Supplies	-	-	-	-	
TOTAL OPERATING		-	-	-	-	
TOTAL FED JUSTICE NARCOTIC SEIZURE		\$ -	\$ -	\$ -	\$ -	
FEDERAL JUSTICE NARCOTIC SEIZURE FUND/FUNCTION/PROJECT: 2222-0000						
REVENUE						
47200	Interest on Investments	\$ -	\$ 1,600	\$ 1,600	\$ 1,000	
TOTAL REVENUE		\$ -	\$ 1,600	\$ 1,600	\$ 1,000	
FEDERAL JUSTICE NARCOTIC SEIZURE FUND/FUNCTION/PROJECT: 2222-1000						
OPERATING						
51990	Other Professional Fees	\$ -	\$ -	\$ -	\$ -	
53210	Employee Training	-	-	-	-	
54140	Award Supplies	-	-	-	-	
TOTAL OPERATING		-	-	-	-	
TOTAL FED JUSTICE NARCOTIC SEIZURE		\$ -	\$ -	\$ -	\$ -	
FEDERAL JUSTICE NARCOTIC FUND/FUNCTION/PROJECT: 2222-1110						
OPERATING						
54420	Tactical Equipment	\$ -	\$ -	\$ 50,000	\$ -	
TOTAL OPERATING		\$ -	\$ -	\$ 50,000	\$ -	
TOTAL FED JUSTICE NARCOTIC		\$ -	\$ -	\$ 50,000	\$ -	
FEDERAL JUSTICE NARCOTIC SEIZURE FUND/FUNCTION/PROJECT: 2222-1500						
REVENUE						
47200	Interest on Investments	\$ 17,000	\$ -	\$ 5,882	\$ -	
TOTAL REVENUE		\$ 17,000	\$ -	\$ 5,882	\$ -	



Special Revenue FY 2022/23 Adopted Budget

Supplemental Law Grant

This State grant provides \$100,000 minimum each year from vehicle license fees. The funds provided for this grant have been allocated to the Patrol Division. One Police Officer and One Community Resource Officer are paid for out of this fund.

Department Budget

SUPPLEMENTAL LAW ENFORCEMENT GRANT FUND/FUNCTION/PROJECT: 2246-0000						
REVENUE		2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	
47200	Interest on Investments	\$ -	\$ 2,500	\$ 2,500	\$ 2,500	
TOTAL REVENUE		\$ -	\$ 2,500	\$ 2,500	\$ 2,500	
SUPPLEMENTAL LAW ENFORCEMENT GRANT FUND/FUNCTION/PROJECT: 2246-1130						
REVENUE		2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	
42110	Supplemental Law Enforcement Grant	\$ 155,000	\$ 155,000	\$ 155,000	\$ 157,500	County Patrol Supplement
TOTAL REVENUE		\$ 155,000	\$ 155,000	\$ 155,000	\$ 157,500	
PERSONNEL SERVICES						
50010	Regular Full-Time Employees	\$ 122,980	\$ 189,143	\$ 189,143	\$ 56,613	Police Officer - 100%, Community Resource Officer - 100%
50030	Overtime	-	-	-	-	
50035	Compensation Time	-	-	-	-	
50040	Vacation Pay	-	-	-	-	
50110	Medicare Contribution	693	2,778	2,778	821	
50130	PERS Contribution-Employer	5,485	30,932	30,932	6,143	PERS Employer - Contribution
50131	PERS Unfunded Liability	11,076	38,397	38,397	3,102	
50210	Group Health Insurance	1,632	3,808	3,808	1,831	
50230	Group Life Insurance	180	389	389	180	
50240	Group LTD Insurance	333	1,336	1,336	294	
50290	Group Flex Benefits	13,320	28,751	28,751	15,720	
50400	Workers Compensation	4,337	16,161	16,161	4,923	
50710	Clothing Allowance	-	3,238	3,238	1,500	
50900	Pension Obligation Allocation				15,377	
TOTAL PERSONNEL SERVICES		160,036	314,932	314,932	106,504	
TOTAL SUPP LAW ENF GRANT - (2246-1130)		\$ 160,036	\$ 314,932	\$ 314,932	\$ 106,504	
TOTAL SUPP LAW ENF GRANT		\$ 160,036	\$ 314,932	\$ 314,932	\$ 106,504	



Special Revenue FY 2022/23 Adopted Budget

Justice Assistance Grant

This Federal grant provides approximately \$12,000 each year. The funds provided for this grant must be used for assistance with investigation and the Youth Accountability Board (YAB). The YAB program has been extremely valuable in lowering the recidivism rate amongst youth that participate. The program involves the offending juvenile and his/her parents who must agree to participate in the program for a six-month period. All parties agree to the terms of a performance contract governing school attendance, school grades, behavior and attendance at counseling sessions with a mental health professional. Successful completion of the program will result in a non-filing of the case with the juvenile court. Failure to successfully complete the program will result in the referral of the matter to the juvenile court. One (1) part-time Community Service Officer (CSO) is paid for out of this fund.

Department Budget

JUSTICE ASSISTANCE GRANT (JAG) FUND/FUNCTION: 2271-1000						
REVENUE			2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET
42090	CESF	Other Federal Grants	\$ 33,508	\$ -	\$ 38,333	\$ -
TOTAL REVENUE			\$ 33,508	\$ -	\$ 38,333	\$ -
OPERATING						
54430	CESF	Clothing and Equipment	\$ 24,673	\$ -	\$ 4,825	\$ -
54430	COVID	Clothing and Equipment	-	-	-	-
TOTAL OPERATING			24,673	-	4,825	-
TOTAL JAG - (2271-1000)			\$ 24,673	\$ -	\$ 4,825	\$ -
JUSTICE ASSISTANCE GRANT (JAG) FUND/FUNCTION: 2271-1120						
REVENUE						
42080	JAG15	JAG Grant	\$ -	\$ -	\$ -	\$ -
42080	JAG16	JAG Grant	-	-	-	-
42080	JAG19	JAG Grant	18,800	12,430	34,947	-
42080	JAG21	JAG Grant	-	-	-	14,286
TOTAL REVENUE			\$ 18,800	\$ 12,430	\$ 34,947	\$ 14,286
PERSONNEL SERVICES						
50015	JAG11	Regular Part-Time Employees	\$ -	\$ -	\$ -	\$ -
50015	JAG15	Regular Part-Time Employees	-	-	-	-
50015	JAG19	Regular Part-Time Employees	18,800	11,246	9,593	-
50015	JAG21	Regular Part-Time Employees	-	-	-	13,301
50110	JAG11	Medicare Contribution	-	-	-	-
50110	JAG15	Medicare Contribution	-	-	-	-
50110	JAG19	Medicare Contribution	-	163	-	-
50400	JAG11	Workers Compensation	-	-	-	-
50400	JAG15	Workers Compensation	763	-	-	-
50400	JAG19	Workers Compensation	-	1,021	-	-
50400	JAG21	Workers Compensation	-	-	-	985
TOTAL PERSONNEL SERVICES			19,563	12,430	9,593	14,286
TOTAL JUSTICE ASSISTANCE GRANT (JAG)			\$ 44,236	\$ 12,430	\$ 14,418	\$ 14,286



Special Revenue FY 2022/23 Adopted Budget

COPS Grant

The COPS Office awards grants to hire community policing professionals, develop and test innovative policing strategies, and provide training and technical assistance to community members, local government leaders and all levels of law enforcement. The COPS grant award is being used for personnel within the Covina Police Department.

Department Budget

COPS GRANT FUND/FUNCTION: 2285-1130			2021	2022	2022	2023	
REVENUE			ACTUALS	ADOPTED BUDGET	PROJECTED	ADOPTED BUDGET	
42030		COPS Grant	\$ 250,000	\$ 150,000	\$ 282,509	\$ -	
TOTAL REVENUE			\$ 250,000	\$ 150,000	\$ 282,509	\$ -	
COPS GRANT FUND/FUNCTION: 2285-1130							
PERSONNEL SERVICES							
50010		Regular Full-Time Employees	\$ 250,000	\$ 93,752	\$ 93,752	\$ -	(2) Police Officers - 100% each
50110		Medicare Contribution	-	1,368	1,368	-	
50130		PERS Contribution-Employer	-	18,002	18,002	-	PERS Employer - Contribution
50131		PERS Unfunded Liability	-	14,130	14,130	-	
50210		Group Health Insurance	-	1,488	1,488	-	
50230		Group Life Insurance	-	151	151	-	
50240		Group LTD Insurance	-	658	658	-	
50290		Group Flex Benefits	-	11,209	11,209	-	
50400		Workers Compensation	-	7,980	7,980	-	
50710		Clothing Allowance	-	1,262	1,262	-	
TOTAL PERSONNEL SERVICES			250,000	150,000	150,000	-	
TOTAL COPS GRANT FUND			\$ 250,000	\$ 150,000	\$ 150,000	\$ -	



Special Revenue
FY 2022/23 Adopted Budget

Traffic Safety Fund

The Traffic Safety Fund is the revenues received from the release of impounded vehicles from the Covina Police Department.

Department Budget

TRAFFIC SAFETY FUND: 2290-1200			2021	2022	2022	2023
			ACTUALS	ADOPTED BUDGET	PROJECTED	ADOPTED BUDGET
REVENUE						
43116		Traffic Safety - Traff PolSpcSer	\$ 8,385	\$ -	\$ -	\$ 7,000
TOTAL REVENUE			\$ 8,385	\$ -	\$ -	\$ 7,000
TRAFFIC SAFETY FUND: 2290-0000						
TOTAL TRAFFIC SAFETY FUND			\$ 8,385	\$ -	\$ -	\$ 7,000



Special Revenue FY 2022/23 Adopted Budget

Other State Grants

Beginning January 1, 2022, California cities are required to implement programs that keep organic waste out of landfills. This requirement is imposed by SB1383. To help cities fund the many costs associated with organics programs, CalRecycle is offering a one-time grant to cities. The grant will be issued to cities in April 2022, and grant funding must be spent by March 2024. Covina will receive \$65,070. Covina will spend it's grant funding on a special program that captures surplus food from restaurants, markets, hospitals, and hotels, and directs it to local food banks.

Department Budget

OTHER STATE GRANTS: 2230-5580			2021	2022	2022	2023	
OPERATING			ACTUALS	ADOPTED BUDGET	PROJECTED	ADOPTED BUDGET	
52160		Recycling Collection	\$ -	\$ -	\$ -	\$ 65,070	
TOTAL OPERATING			\$ -	\$ -	\$ -	\$ 65,070	
OTHER STATE GRANTS: 2230-5580							
REVENUE							
42190		Other State Grants / Subventions		\$ -		\$ 65,070	
TOTAL REVENUE			\$ -	\$ -	\$ -	\$ 65,070	



Special Revenue FY 2022/23 Adopted Budget

State of California Gasoline Taxes

State of California gasoline taxes are apportioned to cities based on three factors: vehicle registration, assessed valuation, and population. These funds are restricted in usage and are audited annually by the State Controller's Office. These funds may be used for street infrastructure construction, street maintenance, engineering, and project and program administration.

Beginning November 1, 2017, an additional per gallon increase to fuel excise taxes and additional vehicle registration fees were implemented through the Road Repair and Accountability Act of 2017 (SB1 Beall). These funds are allocated to cities on a per capita basis and are subject to the same restricted usage as funding from other State of California gasoline taxes.

Department Budget

GAS TAX		2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
GAS TAX FUND/FUNCTION/PROJECT: 2300-0000						
REVENUE						
47200	Interest on Investments	\$ 9,643	\$ 6,000	\$ 6,000	\$ 1,200	Interest on Investments
TOTAL REVENUE		\$ 9,643	\$ 6,000	\$ 6,000	\$ 1,200	
GAS TAX FUND/FUNCTION/PROJECT: 2300-2200						
REVENUE						
42124	Traffic Congestion Relief	\$ -	\$ -	\$ -	\$ -	
42140	State Gas Tax (2105)	252,833	281,341	281,341	315,063	Estimates provided by the State
42141	State Gas Tax (2106)	146,202	161,162	161,162	180,144	Estimates provided by the State
42143	State Gas Tax (2107)	301,847	330,917	330,917	430,427	Estimates provided by the State
42144	State Gas Tax (2107.5)	5,400	6,000	6,000	6,000	Estimates provided by the State
42145	State Gas Tax (2103)	389,972	431,766	431,766	480,956	Estimates provided by the State
TOTAL REVENUE		\$1,096,254	\$1,211,186	\$1,211,186	\$1,412,590	
OPERATING						
52418	Maint-Traffic Signal System	\$ 30,000	\$ 60,000	\$ -	\$ 155,000	Pole knockdowns due to traffic accidents
55250	Sidewalk Infrastructure	-	-	\$ 73,000	-	
55310	Street Infrastructure	150,000	323,000	100,000	-	Street Infrastructure \$150K, City Wide Street Rehab Project (CIP), Miscellaneous Concrete Project (CIP)
55310 P1901	Street Infrastructure	48,143	-	-	-	
55310 P2003	Street Infrastructure	-	-	-	-	
55310 P2013	Street Infrastructure	41,765	-	-	-	
55310 P2104	Street Infrastructure	475,000	-	288,600	-	
55310 P2106	Street Infrastructure	125,000	-	-	-	
55340 P1704	Traffic Signal Modification	-	-	-	-	
58220	Streets	600,000	600,000	600,000	600,000	General Fund for Streets crew
TOTAL OPERATING		1,469,908	983,000	1,061,600	755,000	
TOTAL GAS TAX - (2300-2200)		\$1,469,908	\$ 983,000	\$1,061,600	\$ 755,000	
GAS TAX FUND/FUNCTION/PROJECT: 2300-2300						
OPERATING						
52416	Street Light System	\$ 6,000	\$ -	\$ -	\$ -	
58230	Street Lighting	300,000	300,000	300,000	300,000	Contribution to offset street lighting costs
TOTAL OPERATING		306,000	300,000	300,000	300,000	
TOTAL GAS TAX - (2300-2300)		\$ 306,000	\$ 300,000	\$ 300,000	\$ 300,000	
GAS TAX FUND/FUNCTION/PROJECT: 2300-2350						
OPERATING						
58235	Traffic Control	\$ 146,320	\$ 160,000	\$ 160,000	\$ 160,000	Traffic Control
TOTAL OPERATING		146,320	160,000	160,000	160,000	
TOTAL GAS TAX (2300-2350)		\$ 146,320	\$ 160,000	\$ 160,000	\$ 160,000	
TOTAL GAS TAX		\$1,922,228	\$1,443,000	\$1,521,600	\$1,215,000	



Road Maintenance & Rehab, Proposition A, C, Measure R, & Measure M Local Return Special Revenue Funds

The Proposition A, Proposition C, Measure R, and Measure M Local Return Programs are four one-half cent sales tax measures approved by Los Angeles County voters to finance a countywide transit development program. The Proposition A tax measure was approved in 1980, the Proposition C tax measure was approved in 1990, Measure R was approved in 2008, and Measure M was approved in 2016. As a condition of voter approval, these funds are restricted in their use to developing or improving public transit and related transportation infrastructure. Local return funds are distributed to cities on a per capita basis.

Road Maintenance & Rehab

The Road Maintenance & Rehab funds are funds directly related to SB-1. In FY 19-20, there is one CIP project proposed to be expended out of these funds.

Proposition A Expenditures

The Transportation Division develops and manages the Covina Transit Dial-A-Ride Program, supports the Foothill Transit and METRO Bus Pass Subsidy Programs, and finance a variety of special Parks and Recreation Department event trips attended by seniors, students, and the general public. These funds are used for the maintenance, security, and operation of the Covina Metrolink station and parking structure and all City bus stops. These funds can also be used for the design of active transportation projects, street infrastructure projects, and other transportation related improvements.

Proposition C Expenditures

Proposition C funds may be used for improvements of transit facilities, the refurbishment of streets that maintain regular transit service, and bicycle and pedestrian improvements. A majority of the City's Proposition C funds were used for the rehabilitation of Grand Avenue and as a matching fund source for the City's Capital Improvement Program projects including portions of the Kelby Park Senior Center, Bikeway Improvement Project, and the Traffic Signal, Streetlight, and Equipment Replacement Program.



Special Revenue FY 2022/23 Adopted Budget

Measure R Expenditures

Measure R funds will be used by the City to pay for costs in connection with the City's Capital Improvement Program projects funded through participation in the California Statewide Communities Development Authority Total Road Improvement Program (TRIP).

Measure M Expenditures

Measure M funds is a new funding source for the City that was approved and authorized an additional 0.5 percent sales tax for transportation and an indefinite extension on existing 0.5 percent sales tax also dedicated to transportation and is set to expire in 2039. These funds will be used for the City's Regulatory Sign Replacement Program and for projects previously funded by Measure R, including support for street maintenance such as pothole repairs, pavement patches, and citywide sidewalk repairs.

Department Budget – Road Maintenance & Rehab

ROAD MAINTENANCE & REHAB			2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
ROAD MAINTENANCE & REHAB FUND/FUNCTION/PROJECT: 2310-2200							
REVENUE							
42150		State Highway Maintenance	\$ 830,802	\$ 955,266	\$ 955,266	\$1,113,132	SB-1 Revenues
47200		Interest on Investments	-	8,000	8,000	2,000	
TOTAL REVENUE			\$ 830,802	\$ 963,266	\$ 963,266	\$1,115,132	
ROAD MAINTENANCE & REHAB FUND/FUNCTION/PROJECT: 2310-2200							
OPERATING							
55310		Street Infrastructure	\$ -	\$ 955,266	\$ 955,266	\$1,110,881	Rowland Ave Street Rehab Project (CIP)
55310	P1901	Street Infrastructure	1,574,475	-	-	-	
55310	P2018	Street Infrastructure	923,113	-	-	-	
55340	P1704	Traffic Signal System	-	-	-	-	
TOTAL OPERATING			2,497,588	955,266	955,266	1,110,881	
TOTAL ROAD MAINTENANCE & REHAB			\$2,497,588	\$ 955,266	\$ 955,266	\$1,110,881	



Special Revenue FY 2022/23 Adopted Budget

Department Budget – Proposition A

PROPOSITION A	2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
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PROPOSITION A FUND/FUNCTION/PROJECT: 2400-0000

REVENUE

42210	Proposition A	\$ 927,176	\$1,030,195	\$1,030,195	\$ 1,191,368	Prop A Local Return Fund Allocation
42211	Proposition A NTD Incentive	21,600	25,000	25,000	25,000	NTD Incentive revenues
43500	Transit Fares	3,600	4,000	4,000	4,000	Transit Fares revenues
43510	EV Charging Station Fees	-	360	-	-	EV Charging Station revenues
43550	Transit Parking Permit Fees	-	150,000	-	-	Transit Parking Permit revenues
43600	Property Rental Fees	35,529	39,477	39,477	-	Property Rental revenues
47200	Interest on Investments	9,720	10,800	10,800	7,500	
48700	Gain on Sale of Property	-	-	-	-	
TOTAL REVENUE		\$ 997,625	\$1,259,832	\$1,109,472	\$ 1,227,868	

PROPOSITION A FUND/FUNCTION/PROJECT: 2400-4300

PERSONNEL SERVICES

50010	Regular Full-Time Employees	\$ 99,202	\$ 101,004	\$ 101,004	\$ 91,699	Sr. Management Analyst - 100%
50015	Regular Part-Time Employees	-	-	-	-	
50110	Medicare Contribution	1,438	1,465	1,465	1,248	
50130	PERS Contribution-Employer	11,391	11,495	11,495	8,620	PERS Employer - Contribution
50131	PERS Unfunded Liability	23,003	20,415	20,415	5,102	
50210	Group Health Insurance	1,632	1,782	1,782	1,506	
50230	Group Life Insurance	180	180	180	9	
50240	Group LTD Insurance	691	704	704	534	
50290	Group Flex Benefits	13,320	13,320	13,320	786	
50400	Workers Compensation	927	723	723	729	
50900	Pension Obligation Allocation	-	-	-	25,292	
TOTAL PERSONNEL SERVICES		151,784	151,088	151,088	135,525	

OPERATING

52200	Telephone	-	-	-	-	
53200	Training, Conferences and Meetings	1,600	1,600	1,600	1,600	Misc meeting expenses
53300	Postage	450	450	450	450	Postage costs
53590	General Printing and Binding	-	-	-	-	
54000	Office Supplies	4,000	4,000	4,000	4,000	Office supplies as needed
54620	Motor Fuels	500	100	100	100	
55100	P2019 Buildings and Structures	25,883	-	-	-	
55310	Street Infrastructure	-	-	-	100,000	
58040	City Attorney	500	500	500	-	
58900	Indirect Cost Allocation	9,238	2,447	2,447	4,890	
TOTAL OPERATING		42,172	9,097	9,097	111,040	

TOTAL PROPOSITION A - (2400-4300)	\$ 193,955	\$ 160,185	\$ 160,185	\$ 246,564	
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PROPOSITION A FUND/FUNCTION/PROJECT: 2400-4350

PERSONNEL SERVICES

OPERATING

51990	Other Professional Fees	\$ 25,000	\$ 25,000	\$ 45,568	\$ 25,000	Consulting fees
52100	Water Utility	\$ -	\$ -	\$ -	\$ -	
52120	Electric Utility	\$ -	\$ -	\$ -	\$ -	
52200	Telephone	10,254	10,254	10,254	5,000	Telephone charges
52310	Security Services	-	-	-	-	
52320	Lawn/Landscape Care	-	-	-	-	
52410	Maint-Improvements Other	66,200	66,200	66,200	66,200	Bus stop graffiti maintenance
53100	Dues and Subscriptions	9,750	9,750	9,750	9,750	Fees for SGVCOG, Cal ACT various trainings and meetings throughout the year
53420	Bus Passes - MTA	9,680	9,680	9,680	5,000	TAP Charges
53430	Bus Passes - Foothill	13,000	13,000	13,000	7,500	Promotional items
53500	Promotion Advertising	3,230	2,500	2,500	2,000	Xerox and misc printer charges
53590	General Printing and Binding	5,500	2,500	2,500	2,500	PCAM contract
53790	Covina Transit	416,801	500,000	500,000	500,000	EV charging station for DAR buses
53990	Other	600,000	125,000	125,000	-	
54000	Office Supplies	-	-	-	-	
55200	Improvements-Not Bldgs/Structr	-	150,000	150,000	-	EV Bus Stop Improvements
58320	Recreation Services	13,000	22,000	22,000	22,000	recreational transit program managed by Parks and Recreation
58350	Senior Services	9,680	-	-	-	
TOTAL OPERATING		1,182,095	935,884	956,452	644,950	

TOTAL PROPOSITION A - (2400-4350)	\$1,182,095	\$ 935,884	\$ 956,452	\$ 644,950	
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Special Revenue FY 2022/23 Adopted Budget

Department Budget Cont. – Proposition A

PROPOSITION A FUND/FUNCTION/PROJECT: 2400-TO01						
REVENUE		2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	
43510	EV Charging Station Fees	\$ 324	\$ -	\$ 360	\$ 371	
43550	Transit Parking Permit Fees	244,945	-	150,000	100,000	
TOTAL REVENUE		\$ 245,269	\$ -	\$ 150,360	\$ 100,371	
OPERATING						
51990	Other Professional Fees	\$ 130,000	\$ 30,000	\$ 285,780	\$ 25,000	Metrolink PS and station monthly/daily permit fees
52100	Water Utilities	8,702	8,702	8,702	8,702	Water bill at the Metrolink Station paid to City of Covina Water
52120	Electric Utilities	24,256	24,256	24,256	24,256	Electric bill at the Metrolink Station paid to Southern California Edison
52310	Security Services	118,568	135,000	135,000	135,000	Metrolink PS and station security
52320	Lawn/Landscape Care	19,200	19,925	19,925	19,925	WCA, Merchants Landscaping - Landscape maintenance at the Metrolink Station
52410	Maint - Improvements Other	40,786	40,786	40,786	40,786	Metrolink PS and station maintenance/improvements
52422	Maint - Parking Facilities	41,500	41,500	41,500	41,500	Vertek International, Miller & Ishams: Fire extinguishers, Frontier, AT&T, Other maintenance services and supplies, HVAC repair and maintenance
52480	Maint - Computer Hardware/Software	12,052	12,052	12,052	12,052	Kone: Metrolink elevator maintenance contract, Parking machine maintenance contribution, Replacement of equipment
53100	Dues and Subscriptions	-	-	-	-	
53200	Training, Conferences and Meetings	500	500	500	500	Full time staff attendance to Metrolink conferences
53300	Postage	250	250	250	250	Postage as needed
53500	Promotion Advertising	2,000	2,000	2,000	2,000	Transit promotional supplies
53540	Legal Notices and Publications	300	300	300	300	Legal notices
53560	Ordinance Publication	300	300	300	300	Fee for Ordinance changes/updates
53590	General Printing and Binding	2,000	2,000	2,000	2,000	General supplies
53800	Bank Service Charges	3,933	3,933	3,933	3,933	Bank service fees
54350	Special Supplies	500	500	500	500	Bike to Work event
55100	Buildings and Structures	-	-	159,855	500,000	
55100	P2011 Buildings and Structures	-	-	-	-	
55100	P2012 Buildings and Structures	127,624	-	-	-	
55100	P2014 Buildings and Structures	693,074	-	-	-	
55100	P2105 Buildings and Structures	250,000	-	-	-	
55340	Traffic Signal System	150,000	-	-	-	
TOTAL OPERATING		1,625,545	322,004	737,639	817,004	
TOTAL PROPOSITION A - (2400-TO01)		\$1,625,545	\$ 322,004	\$ 737,639	\$ 817,004	
PROPOSITION A FUND/FUNCTION/PROJECT: 2400-TO02						
REVENUE						
43500	Transit Fares	\$ -	\$ -	\$ -	\$ -	
TOTAL REVENUE		\$ -	\$ -	\$ -	\$ -	
OPERATING						
53420	Bus Passes - MTA	\$ -	\$ -	\$ -	\$ -	
53430	Bus Passes - Foothill	-	-	-	-	
TOTAL OPERATING		-	-	-	-	
TOTAL PROPOSITION A - (2400-TO02)		\$ -	\$ -	\$ -	\$ -	
PROPOSITION A FUND/FUNCTION/PROJECT: 2400-TO04						
OPERATING						
55100	Building and Structures	\$ -	\$ -	\$ -	\$ 100,000	
TOTAL OPERATING		-	-	-	100,000	
TOTAL PROPOSITION A - (2400-TO04)		\$ -	\$ -	\$ -	\$ 100,000	



Special Revenue FY 2022/23 Adopted Budget

Department Budget Cont. – Proposition A

PROPOSITION A FUND/FUNCTION/PROJECT: 2400-TO05						
			2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET
OPERATING						
53100		Dues and Subscriptions	\$ -	\$ -	\$ -	\$ -
TOTAL OPERATING			-	-	-	-
TOTAL PROPOSITION A - (2400-TO05)			\$ -	\$ -	\$ -	\$ -
PROPOSITION A FUND/FUNCTION/PROJECT: 2400-TO06						
OPERATING						
58350		Senior Services	\$ -	\$ -	\$ -	\$ -
TOTAL OPERATING			-	-	-	-
TOTAL PROPOSITION A - (2400-TO06)			\$ -	\$ -	\$ -	\$ -
PROPOSITION A FUND/FUNCTION/PROJECT: 2400-TO09						
OPERATING						
52200		Telephone	\$ -	\$ -	\$ -	\$ -
53590		General Printing and Binding	-	-	-	-
53790		Transit Ops - Covina Transit	-	-	-	-
54350	COVID	Special Supplies	-	-	-	-
55550		Motor Vehicles	-	-	-	-
TOTAL OPERATING			-	-	-	-
TOTAL PROPOSITION A - (2400-TO09)			\$ -	\$ -	\$ -	\$ -
PROPOSITION A FUND/FUNCTION/PROJECT: 2400-TO13						
OPERATING						
51990		Other Professional Fees	\$ 39,592	\$ -	\$ -	\$ -
TOTAL OPERATING			39,592	-	-	-
TOTAL PROPOSITION A - (2400-TO13)			\$ 39,592	\$ -	\$ -	\$ -
TOTAL PROPOSITION A			\$3,041,188	\$1,418,073	\$1,854,276	\$1,561,954.00



Special Revenue FY 2022/23 Adopted Budget

Department Budget – Proposition C

PROPOSITION C			2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
PROPOSITION C FUND/FUNCTION/PROJECT: 2405-0000							
REVENUE							
42220		Prop C - Streets Prop C	\$ 769,068	\$ 854,520	\$ 854,520	\$ 988,209	Prop C allocation
47200		Interest on Investments	11,077	11,000	11,000	7,000	Interest on Investments
TOTAL REVENUE			\$ 780,145	\$ 865,520	\$ 865,520	\$ 995,209	
PROPOSITION C FUND/FUNCTION/PROJECT: 2405-2100							
OPERATING							
51005		Consulting Fees	\$ -	\$ -	\$ -	\$ -	
TOTAL OPERATING			-	-	-	-	
TOTAL PROPOSITION C - (2405-2100)			\$ -	\$ -	\$ -	\$ -	
PROPOSITION C FUND/FUNCTION/PROJECT: 2405-2200							
OPERATING							
55310		Street Infrastructure	\$ 125,000	\$ 800,000	\$ 938,289	\$ 542,710	Rowland Ave Street Rehab Project (CIP), Median Beautification Project (CIP)
55310	P1601	Street Infrastructure	18,960	-	-	-	
55310	P1701	Street Infrastructure	-	-	-	-	
55310	P1901	Street Infrastructure	650,000	-	-	-	
55310	P2001	Street Infrastructure	-	-	-	-	
55310	P2004	Street Infrastructure	62,500	-	-	-	
55310	P2006	Street Infrastructure	267,322	-	183,430	-	
55310	P2010	Street Infrastructure	156,174	500,000	585,328	-	Citrus Ave Street Rehab Project (CIP)
55310	P2018	Street Infrastructure	200,000	-	38,220	-	
55310	P2102	Street Infrastructure	527,633	-	93,526	-	
55310	T2101	Street Infrastructure	-	-	-	-	
TOTAL OPERATING			2,007,589	1,300,000	1,838,793	542,710	
TOTAL PROPOSITION C - (2405-2200)			\$2,007,589	\$1,300,000	\$1,838,793	\$ 542,710	
PROPOSITION C FUND/FUNCTION/PROJECT: 2405-4000							
OPERATING							
51005	P1708	Consulting Fees	\$ -	\$ -	\$ -	\$ -	
TOTAL OPERATING			-	-	-	-	
TOTAL PROPOSITION C - (2405-4000)			\$ -	\$ -	\$ -	\$ -	
PROPOSITION C FUND/FUNCTION/PROJECT: 2405-4300							
PERSONNEL SERVICES							
50010		Regular Full-Time Employees	\$ -	\$ -	\$ -	\$ -	
50110		Medicare Contribution	-	-	-	-	
50130		PERS Contribution-Employer	-	-	-	-	
50131		PERS Unfunded Liability	-	-	-	-	
50210		Group Health Insurance	-	-	-	-	
50230		Group Life Insurance	-	-	-	-	
50240		Group LTD Insurance	-	-	-	-	
50290		Group Flex Benefits	-	-	-	-	
50400		Workers Compensation	-	-	-	-	
TOTAL PERSONNEL SERVICES			-	-	-	-	
TOTAL PROPOSITION C - (2405-4300)			\$ -	\$ -	\$ -	\$ -	
PROPOSITION C FUND/FUNCTION/PROJECT: 2405-4350							
REVENUE							
43600		Prop C - Streets Prop C	\$ -	\$ -	\$ -	\$ -	
TOTAL REVENUE			\$ -	\$ -	\$ -	\$ -	
TOTAL PROPOSITION C			\$2,007,589	\$1,300,000	\$1,838,793	\$ 542,710	



Special Revenue FY 2022/23 Adopted Budget

Department Budget – Measure R

MEASURE R			2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
MEASURE R FUND/FUNCTION/PROJECT: 2410-0000							
REVENUE							
42221		Measure R	\$ 576,860	\$ 600,000	\$ 600,000	\$ 741,156	Measure R allocation
47200		Interest on Investments	5,768	6,000	6,000	2,500	Interest on Investments
TOTAL REVENUE			\$ 582,628	\$ 606,000	\$ 606,000	\$ 743,656	
MEASURE R FUND/FUNCTION/PROJECT: 2410-2200							
PERSONNEL SERVICES							
50010		Regular Full-Time Employees	\$ -	\$ -	\$ -	\$ -	
50030		Overtime	-	-	-	-	
50110		Medicare Contribution	-	-	-	-	
50130		PERS Contribution-Employer	-	-	-	-	
50210		Group Health Insurance	-	-	-	-	
50230		Group Life Insurance	-	-	-	-	
50240		Group LTD Insurance	-	-	-	-	
50400		Workers Compensation	-	-	-	-	
TOTAL PERSONNEL SERVICES			-	-	-	-	
OPERATING							
52418		Traffic Signal System	-	100,000	7,500	100,000	Traffic Signal Pole Painting Project (CIP)
55310		Street Infrastructure	-	295,000	483,587	-	City Wide Street Rehab Project (CIP)
55310	P1702	Street Infrastructure	8,773	-	-	-	
55310	P2104	Street Infrastructure	213,652	-	-	-	
55310	P2106	Street Infrastructure	75,000	-	-	-	
TOTAL OPERATING			297,425	395,000	491,087	100,000	
TOTAL MEASURE R - (2410-2200)			\$ 297,425	\$ 395,000	\$ 491,087	\$ 100,000	
MEASURE R FUND/FUNCTION/PROJECT: 2410-4350							
OPERATING							
58220		Streets	\$ -	\$ -	\$ -	\$ -	
TOTAL OPERATING			-	-	-	-	
TOTAL MEASURE R - (2410-4350)			\$ -	\$ -	\$ -	\$ -	
MEASURE R FUND/FUNCTION/PROJECT: 2410-8500							
REVENUE							
47200		Interest on Investments	\$ 31,500	\$ 35,000	\$ 35,000	\$ 500	Interest on Investments
TOTAL REVENUE			\$ 31,500	\$ 35,000	\$ 35,000	\$ 500	
OPERATING							
56010		Bond Principal	\$ 185,000	\$ 195,000	\$ 195,000	\$ 205,000	Bond Principal
56050		Bond Interest	179,238	169,988	169,988	160,238	Bond Interest
56800		Fiscal Agent Fees	5,000	5,000	5,000	5,000	Fiscal Agent Fees
TOTAL OPERATING			369,238	369,988	369,988	370,238	
TOTAL MEASURE R - (2410-8500)			\$ 369,238	\$ 369,988	\$ 369,988	\$ 370,238	
TOTAL MEASURE R			\$ 666,663	\$ 764,988	\$ 861,075	\$ 470,238	



Special Revenue FY 2022/23 Adopted Budget

Department Budget – Measure R

MEASURE R		2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
MEASURE R FUND/FUNCTION/PROJECT: 2410-0000						
REVENUE						
42221	Measure R	\$ 576,860	\$ 600,000	\$ 600,000	\$ 741,156	Measure R allocation
47200	Interest on Investments	5,768	6,000	6,000	2,500	Interest on Investments
TOTAL REVENUE		\$ 582,628	\$ 606,000	\$ 606,000	\$ 743,656	
MEASURE R FUND/FUNCTION/PROJECT: 2410-2200						
PERSONNEL SERVICES						
50010	Regular Full-Time Employees	\$ -	\$ -	\$ -	\$ -	
50030	Overtime	-	-	-	-	
50110	Medicare Contribution	-	-	-	-	
50130	PERS Contribution-Employer	-	-	-	-	
50210	Group Health Insurance	-	-	-	-	
50230	Group Life Insurance	-	-	-	-	
50240	Group LTD Insurance	-	-	-	-	
50400	Workers Compensation	-	-	-	-	
TOTAL PERSONNEL SERVICES		-	-	-	-	
OPERATING						
52418	Traffic Signal System	-	100,000	7,500	100,000	Traffic Signal Pole Painting Project (CIP)
55310	Street Infrastructure	-	295,000	483,587	-	City Wide Street Rehab Project (CIP)
55310	P1702 Street Infrastructure	8,773	-	-	-	
55310	P2104 Street Infrastructure	213,652	-	-	-	
55310	P2106 Street Infrastructure	75,000	-	-	-	
TOTAL OPERATING		297,425	395,000	491,087	100,000	
TOTAL MEASURE R - (2410-2200)		\$ 297,425	\$ 395,000	\$ 491,087	\$ 100,000	
MEASURE R FUND/FUNCTION/PROJECT: 2410-4350						
OPERATING						
58220	Streets	\$ -	\$ -	\$ -	\$ -	
TOTAL OPERATING		-	-	-	-	
TOTAL MEASURE R - (2410-4350)		\$ -	\$ -	\$ -	\$ -	
MEASURE R FUND/FUNCTION/PROJECT: 2410-8500						
REVENUE						
47200	Interest on Investments	\$ 31,500	\$ 35,000	\$ 35,000	\$ 500	Interest on Investments
TOTAL REVENUE		\$ 31,500	\$ 35,000	\$ 35,000	\$ 500	
OPERATING						
56010	Bond Principal	\$ 185,000	\$ 195,000	\$ 195,000	\$ 205,000	Bond Principal
56050	Bond Interest	179,238	169,988	169,988	160,238	Bond Interest
56800	Fiscal Agent Fees	5,000	5,000	5,000	5,000	Fiscal Agent Fees
TOTAL OPERATING		369,238	369,988	369,988	370,238	
TOTAL MEASURE R - (2410-8500)		\$ 369,238	\$ 369,988	\$ 369,988	\$ 370,238	
TOTAL MEASURE R		\$ 666,663	\$ 764,988	\$ 861,075	\$ 470,238	



Special Revenue FY 2022/23 Adopted Budget

Department Budget – Measure M

MEASURE M			2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
MEASURE M FUND/FUNCTION: 2420-0000							
REVENUE							
42222		Measure M	\$ 653,708	\$ 675,000	\$ 675,000	\$ 839,977	Measure M allocation
47200		Interest on Investments	-	10,000	10,000	3,600	
TOTAL REVENUE			\$ 653,708	\$ 685,000	\$ 685,000	\$ 843,577	
MEASURE M FUND/FUNCTION: 2420-2200							
PERSONNEL SERVICES							
50010		Regular Full-Time Employees	\$ -	\$ 150,000	\$ 150,000	\$ -	Transfer to cover GF
TOTAL PERSONNEL SERVICES			-	150,000	150,000	-	
OPERATING							
52412		Maint-Street Infrastructure	-	150,000	150,000	150,000	In Lieu of Transfer
52418		Main-Traffic Signal Sys			152,500		
55310		Street Infrastructure	150,068	103,000	407,688	750,000	City Wide Street Rehab Project (CIP)
55310	P1702	Street Infrastructure	95,978	-	-	-	
55310	P2004	Street Infrastructure	75,000	-	74,240	-	
55310	P2006	Street Infrastructure	125,000	-	42,250	-	
55310	P2007	Street Infrastructure	52,590	-	-	-	
55310	P2008	Street Infrastructure	132,201	100,000	120,447	30,000	Traffic Calming Improvements Project (CIP)
55310	P2104	Street Infrastructure	50,000	-	25,458	-	
55310	T2101	Street Infrastructure	250,000	-	165,840	-	
TOTAL OPERATING			930,837	353,000	1,138,423	930,000	
TOTAL MEASURE M - (2420-2200)			\$ 930,837	\$ 503,000	\$1,288,423	\$ 930,000	
MEASURE M FUND/FUNCTION: 2420-3400							
OPERATING							
55200	P1903	Improvements-Not Bldgs/Structr	250,000	-	-	-	
55200	P2101	Improvements-Not Bldgs/Structr	250,000	-	-	-	
TOTAL OPERATING			500,000	-	-	-	
TOTAL MEASURE M - (2410-3400)			\$ 500,000	\$ -	\$ -	\$ -	
MEASURE M FUND/FUNCTION: 2420-4350							
OPERATING							
58220		Streets	\$ 266,557	\$ -	\$ -	\$ -	
TOTAL OPERATING			266,557	-	-	-	
MEASURE M FUND/FUNCTION: 2420-4300							
REVENUE							
48431		MTA Grant Revenue	\$ -	\$ -	\$ -	\$1,000,000	
TOTAL REVENUE			\$ -	\$ -	\$ -	\$1,000,000	
OPERATING							
55310		Street Infrastructure	\$ -	\$ -	\$ -	\$1,000,000	
TOTAL OPERATING			-	-	-	1,000,000	
TOTAL MEASURE M - (2420-4300)			\$ -	\$ -	\$ -	\$1,000,000	
TOTAL MEASURE M			\$1,697,394	\$ 503,000	\$1,288,423	\$1,930,000	



Special Revenue FY 2022/23 Adopted Budget

California Senate Bill 1186

City and county offices (local jurisdictions) collect a fee from applicants. The Senate Bill (SB) 1186 fee is applied to the sale of business licenses and renewals. If no business license or equivalent instrument is issued, the fee is applied to building permits. The local jurisdictions retain the majority of the funds for use within their jurisdiction and share a portion with DSA for program oversight.

Department Budget

SB1186			2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
SB1186 FUND/FUNCTION/PROJECT: 2365-4950							
OPERATING							
52700		Construction Services	\$ 9,000	\$ -	\$ -	\$ -	
TOTAL OPERATING			9,000	-	-	-	
TOTAL SB1186			\$ 9,000	\$ -	\$ -	\$ -	



State Transportation Development Act (TDA) Special Revenue Funds

The California State Transit Development Act of 1971 provides funding on a per capita basis to California cities for transit and non-transit related purposes that comply with regional transportation plans. The City receives TDA funds for the construction of pedestrian and bicycle facilities. TDA funds are used for the management and maintenance of the City's BikeHub bicycle storage locker and associated facilities located at the Covina Metrolink Station.

Department Budget

TRANSPORTATION DEVELOPMENT ACT			2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
TRANSPORTATION DEVELOPMENT ACT FUND/FUNCTION/PROJECT: 2407-0000							
REVENUE							
42122		Bicycle - Pedestrian Grant	\$ 159,260	\$ 37,081	\$ 37,081	\$ 45,978	TDA Revenue
TOTAL REVENUE			\$ 159,260	\$ 37,081	\$ 37,081	\$ 45,978	
OPERATING							
52422		Maint - Parking Facilities BIKEHUB	\$ 9,260	\$ 3,500	\$ 3,500	\$ 1,000	BikeHub management costs, Restroom/lock unit supplies, BikeHub changing room HVAC maintenance, supplies, etc.
TOTAL OPERATING			9,260	3,500	3,500	1,000	
TOTAL TRANSPORTATION DEVELOPMENT ACT 2407-0000			\$ 9,260	\$ 3,500	\$ 3,500	\$ 1,000	
TRANSPORTATION DEVELOPMENT ACT FUND/FUNCTION/PROJECT: 2407-3400							
OPERATING							
55200		Improvements-Not Bldgs/Structr	\$ -	\$ -	\$ -	\$ -	
55200	P2101	Improvements-Not Bldgs/Structr	150,000	-	-	-	
TOTAL OPERATING			150,000	-	-	-	
TOTAL TRANSPORTATION DEVELOPMENT ACT 2407-3400			\$ 150,000	\$ -	\$ -	\$ -	
TOTAL TRANSPORTATION DEVELOPMENT ACT			\$ 159,260	\$ 3,500	\$ 3,500	\$ 1,000	



Measure W – Safe Clean Water Funds

The Safe, Clean Water Program was passed with more than 2/3 of the voters approving the measure in November 2018. The Safe, Clean Water Program provides for increased stormwater capture to prepare for future droughts, reduced stormwater runoff pollution to protect public health, marine life and County waterways, increased water supply, improved water quality and community enhancement such as greening of schools, parks and wetlands, and increased public access to rivers, lakes and streams.

Beginning in 2019, Measure W places a parcel tax of 2.5 cents per square foot of impermeable surface area of each property based on aerial imagery. Exemptions are available for parcels owned by qualifying low income seniors, government and non-profit organizations.

The parcel tax is expected to generate approximately \$300 million per year for the Los Angeles Region. Ten percent (10%) of funds collected will be allocated to the Los Angeles County Flood Control District for implementation and administration of the program, forty percent (40%) will be allocated to municipalities and fifty percent (50%) for regional projects and programs identified in approved regional plans.



Special Revenue FY 2022/23 Adopted Budget

Department Budget

MEASURE W			2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
MEASURE M FUND/FUNCTION: 2510-0000							
REVENUE							
42222		Measure W	\$ 675,000	\$ 592,000	\$ 592,000	\$ 735,000	Measure W allocation
47200		Interest on Invesments	\$ -	\$ -	\$ -	\$ 2,800	
TOTAL REVENUE			\$ -	\$ -	\$ -	\$ 737,800	
MEASURE M FUND/FUNCTION: 2510-5500							
OPERATING							
51200		Legal Fees	\$ -	\$ 4,000	\$ 4,000	\$ -	Legal costs
53100		Dues and Subscriptions	-	4,400	4,357	-	Various dues and subscriptions
53200		Training, Conferences and Meetings	-	1,200	1,200	-	Costs to attend various conferences and meetings
53300		Postage	-	150	150	-	Postage costs
53610		Permits	-	15,000	15,000	-	Permit costs
TOTAL OPERATING			-	24,750	24,707	-	
TOTAL MEASURE W - (2510-5500)			\$ -	\$ 24,750	\$ 24,707	\$ -	
MEASURE M FUND/FUNCTION: 2510-5540							
OPERATING							
52412		Maint-Street Infrastructure	\$ 384,000	\$ 60,300	\$ 60,300	\$ -	Costs for Street Sweeping
TOTAL OPERATING			384,000	60,300	60,300	-	
TOTAL MEASURE W - (2510-5540)			\$ 384,000	\$ 60,300	\$ 60,300	\$ -	
MEASURE W FUND/FUNCTION: 2510-5550							
OPERATING							
55320		Storm Drainage System	\$ 229,861	\$ -	\$ 343,849	\$ -	
55320	P2002	Storm Drainage System	-	-	-	-	
TOTAL OPERATING			229,861	-	343,849	-	
TOTAL MEASURE M - (2510-5550)			\$ 229,861	\$ -	\$ 343,849	\$ -	
MEASURE W FUND/FUNCTION: 2510-5600							
REVENUE							
42223	WM211	Measure W	\$ 929,142	\$ 908,283	\$ 908,283	\$7,130,084	Measure W allocation
TOTAL REVENUE			\$ 929,142	\$ 908,283	\$ 908,283	\$7,130,084	
OPERATING							
51800		Testing Fees	\$ -	\$ 36,893	\$ 36,936	\$ 40,000	Various testing fees
51852		Public Agency-Maint Fee	-	10,335	10,335	63,500	Public Agency Maint Fee
51990		Other Professional Fees	-	3,960	28,640	102,800	Professional services
55320		Storm Drainage System	-	260,000	260,000	-	Frontage Median Bioswale Installation Project (CIP)
55330	WM211	Enhanced Watershed Mgt Program	929,142	900,000	1,311,376	-	Wingate Park Regional EWMP Project - Design (CIP)
58220		Streets	-	35,000	35,000	35,000	Measure W
TOTAL OPERATING			929,142	1,246,188	1,682,287	241,300	
TOTAL MEASURE M - (2510-5600)			\$ 929,142	\$1,246,188	\$1,682,287	\$ 241,300	
TOTAL MEASURE R (ALL FUNDS)			\$1,543,003	\$1,331,238	\$2,111,143	\$ 241,300	



Special Revenue FY 2022/23 Adopted Budget

State Air Quality Improvement Funds

The State Air Quality Improvement Program was established in 2007 to fund clean vehicle and equipment projects, including alternative fuels. The City of Covina has used these funds in support of its compressed natural gas fueling station at the City Yard.

Department Budget

AIR QUALITY IMPROVEMENT			2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
AIR QUALITY IMPROVEMENT FUND/FUNCTION: 2500-0000							
REVENUE							
47200		Interest on Investments	\$ -	\$ 800	\$ 800	\$ 800	
TOTAL REVENUE			\$ -	\$ 800	\$ 800	\$ 800	
AIR QUALITY IMPROVEMENT FUND/FUNCTION: 2500-2600							
REVENUE							
42900		Motor Vehicle Environmental	\$ 55,800	\$ 55,800	\$ 55,800	\$ 62,000	Estimated revenue per AQMD
TOTAL REVENUE			\$ 55,800	\$ 55,800	\$ 55,800	\$ 62,000	
OPERATING							
53990		Other	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	Transit fare reimbursement to employees
55550		Motor Vehicles	146,482	57,730	138,396	82,200	Potential City vehicle purchases and leases
55700	COVID	Computer Hardware and Software	6,863	-	-	-	
58900		Indirect Cost Allocation	2,270	2,270	2,270	2,270	
TOTAL OPERATING			157,614	62,000	142,666	86,470	
TOTAL AIR QUALITY IMPROVEMENT - (2500-2600)			\$ 157,614	\$ 62,000	\$ 142,666	\$ 86,470	
AIR QUALITY IMPROVEMENT FUND/FUNCTION: 2500-2610							
REVENUE							
42910		MSRC-Motor Vehicle Environment	\$ -	\$ -	\$ -	\$ -	
TOTAL REVENUE			\$ -	\$ -	\$ -	\$ -	
OPERATING							
55550		Motor Vehicles	\$ 20,000	\$ -	\$ -	\$ -	Potential City vehicle purchases
TOTAL OPERATING			20,000	-	-	-	
TOTAL AIR QUALITY IMPROVEMENT			\$ 177,614	\$ 62,000	\$ 142,666	\$ 86,470	



State Department of Conservation Used Oil Payment Program and Beverage Container Recycling Grant

The State Department of Resources, Recycling, and Recovery (CalRecycle) administers a program to provide opportunities for local governments to receive payments in return for the staging of used oil filter and used oil recycling events. Funds for this program are distributed on a per capita basis, and the City of Covina contracts with a private company to coordinate these events.

The State Department of Resources, Recycling, and Recovery (CalRecycle) also administers a program to provide opportunities for local governments to receive payments in return for the establishment of beverage container recycling and litter abatement projects.



Special Revenue FY 2022/23 Adopted Budget

Department Budget

DEPARTMENT OF CONSERVATION BEVERAGE GRANT			2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
DEPARTMENT OF CONSERVATION BEVERAGE GRANT FUND/FUNCTION/PROJECT: 2520-5550							
REVENUE							
42190		Other State Grants	\$ 11,250	\$ 12,300	\$ 12,300	\$ 12,300	CalRecycle Grant - Beverage Container Recycling
TOTAL REVENUE			\$ 11,250	\$ 12,300	\$ 12,300	\$ 12,300	
OPERATING							
54990		General Supplies	\$ 13,114	\$ 11,682	\$ 23,468	\$ 11,682	General supplies (Big Belly, software license, recycle containers, etc.)
55600	P1601	Furniture and Fixtures	-	-	-	-	
58900		Indirect Cost Allocation	618	618	618	618	
TOTAL OPERATING			13,732	12,300	24,086	12,300	
TOTAL DEPARTMENT OF CONSERVATION BEVERAGE GRANT			\$ 13,732	\$ 12,300	\$ 24,086	\$ 12,300	

OIL PAYMENT PROGRAM			2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
OIL PAYMENT PROGRAM FUND/FUNCTION: 2530-5550							
REVENUE							
42165		Oil Block Grant	\$ 12,150	\$ 6,100	\$ 6,100	\$ 7,054	CalRecycle Grant, Used motor oil/filter recycling
TOTAL REVENUE			\$ 12,150	\$ 6,100	\$ 6,100	\$ 7,054	
OPERATING							
51005		Consulting Fees	\$ 5,100	\$ 3,000	\$ 3,000	\$ 3,954	Consultant to assist with oil recycling program
53500		Promotion Advertising	4,422	1,800	1,800	1,800	SGV Tribune: ads for used oil filter exchange event, Printing: advertising inserts for used oil filter exchange events
54150		Promotion Supplies	3,106	906	906	906	Consultant to deliver used oil kits to 4 CCC's 4x annually & oversee CCC's. program admin, Various: purchase used oil kits, shop rags, used oil filters at exchange events
58900		Indirect Cost Allocation	394	394	394	394	
TOTAL OPERATING			13,022	6,100	6,100	7,054	
TOTAL OIL PAYMENT PROGRAM			\$ 13,022	\$ 6,100	\$ 6,100	\$ 7,054	



Municipal Parking Assessment District, Street Lighting, Street Trees and Landscape Assessment Districts and Shoppers Lane Parking Improvement Area

The Municipal Parking District is charged with the upkeep and maintenance of the City's parking lots in the Downtown Covina area, including the Civic Center parking structure. This Municipal Parking District is funded by a variety of sources, including a property tax assessment on Downtown Covina property owners, lease revenue, and parking permit sales revenue. Expenditures are restricted to items directly related to the maintenance and operations of the Municipal Parking District, including the City's parking enforcement contract.

Street Lighting and Landscape Assessment Districts are intended to defray the costs of maintenance, electricity, water, and contract landscaping services for the City's medians, urban forest, and street lights. The support of the City's urban forest, street medians, and street lights requires a substantial General Fund contribution, as less than 10% of City of Covina properties are included in a Landscape District, and less than 30% of City of Covina properties are included in a Lighting District. To the City's benefit, several street light energy efficiency upgrades reached completion during FY 2018 and are resulting in an annual General Fund savings in excess of \$50,000.

The Shoppers Lane Parking Improvement area is funded with an annual fee added to the business licenses of Shoppers Lane merchants and parking permit sales revenues. Expenditures are restricted to items directly related to the maintenance and operations of the parking area, including the City's parking enforcement contract.



Special Revenue FY 2022/23 Adopted Budget

Department Budget

MUNICIPAL PARKING DISTRICT			2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
FUND/FUNCTION/PROJECT: 2700-0000							
REVENUE							
40195		SB211 Pass-Throughs	\$ -	\$ -	\$ -	\$ -	
TOTAL REVENUE			\$ -	\$ -	\$ -	\$ -	
FUND/FUNCTION/PROJECT: 2700-2800							
REVENUE							
40120		Secured Property Tax - Current	\$ 90,465	\$ 100,517	\$ 100,517	\$ 100,517	
40140		Unsecured Property Tax - Current	2,250	2,500	2,500	2,500	
40160		Secured/Unsecured - Prior Year	20	22	22	22	
40180		Supplemental Roll - Current Year	900	1,000	1,000	1,000	
40185		Supplemental Roll - Prior Year	-	-	-	-	
40190		Interest on Property Tax	191	212	212	212	
42100		Homeowners Exemption	5	5	5	5	
43280		Parking Permit Fees	22,500	25,000	25,000	25,000	
43510		EV Charging Station Fees	3,240	3,600	3,600	3,600	
43600		Property Rental Fees	46,570	51,744	51,744	51,744	
TOTAL REVENUE			\$ 166,141	\$ 184,600	\$ 184,600	\$ 184,600	
PERSONNEL SERVICES							
50010		Regular Full-Time Employees	\$ -	\$ -	\$ -	\$ -	
50110		Medicare Contribution	-	-	-	-	
50130		PERS Contribution-Employer	-	-	-	-	
50131		PERS Unfunded Liability	-	-	-	-	
50210		Group Health Insurance	-	-	-	-	
50230		Group Life Insurance	-	-	-	-	
50240		Group LTD Insurance	-	-	-	-	
50290		Group Flex Benefits	-	-	-	-	
50400		Workers Compensation	-	-	-	-	
TOTAL PERSONNEL SERVICES			-	-	-	-	
OPERATING							
51170		Property Tax Administration Fees	120	120	120	120	Administrative fees
51530		Engineering Fees	3,606	3,764	3,764	3,820	Willdan Financial: Assessment Dist Admin Fee
51990		Other Professional Fees	18,188	14,008	14,008	14,008	Parking permit sales
52100		Water Utilities	3,326	3,000	3,000	3,000	City of Covina Water: Water for facilities
52120		Electric Utilities	11,500	11,500	11,500	11,500	Electricity for facilities
52200		Telephone	1,410	1,410	1,410	1,410	Elevator telephone at Downtown parking structure
52320		Lawn/Landscape Care	22,762	22,762	22,762	22,762	Metrolink Station landscape maintenance, Municipal parking lot landscape maintenance
52400		Maint-Buildings/Structur	-	-	61,640	-	
52422		Maint-Parking Facilities	18,574	18,754	60,334	20,174	Elevator maintenance, Elevator repairs, Fire extinguisher maintenance, EV charging station maintenance, Fire alarm maintenance, Parking machine maintenance, HVAC maintenance
52490		Maint-Other Equipment	1,000	1,000	1,000	1,000	General and lighting supplies
53540		Legal Notices and Publications	500	500	500	250	Public hearing notices
53800		Bank Service Charges	50	100	100	200	Bank service charges
54610		Cleaning Supplies	200	200	200	250	Cleaning supplies as needed
55360		Parking Facilities	27,892	-	5,364	-	
55360	P2107	Parking Facilities	300,000	-	172,819	-	
58130		Parking Control	30,000	30,000	30,000	30,000	Parking Enforcement Contract
58220		Streets	7,800	7,800	7,800	7,800	
58220	P2014	Streets	-	-	-	-	
58290		Yard Center	30,000	30,000	30,000	30,000	Yard Center: Bldg maint daily work on parking structure, cleaning services
58900		Indirect Cost Allocation	6,699	6,699	6,699	6,699	
TOTAL OPERATING			483,627	151,617	433,020	152,993	
TOTAL MUNICIPAL PARKING DISTRICT			\$ 483,627	\$ 151,617	\$ 433,020	\$ 152,993	



Special Revenue FY 2022/23 Adopted Budget

Department Budget Cont.

STREET LIGHTING ASSESSMENT DISTRICT		2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
FUND/FUNCTION: 2710-0000						
REVENUE						
49110	Operating Transfers from General Fund	\$ 100,000	\$ 100,000	\$ 100,000	\$ 109,619	
TOTAL REVENUE		\$ 100,000	\$ 100,000	\$ 100,000	\$ 109,619	
FUND/FUNCTION: 2710-2300						
REVENUE						
45300	Street Lighting	\$ 118,705	\$ 133,076	\$ 133,076	\$ 139,275	Consultant's Engineering Report Estimates
TOTAL REVENUE		\$ 118,705	\$ 133,076	\$ 133,076	\$ 139,275	
OPERATING						
51170	Property Tax Administration Fees	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	LA County Property Tax administration fees
51530	Engineering Fees	5,802	6,040	6,040	6,000	Willdan Financial: Assessment district annual admin fees, Newspaper: public hearing notice
52120	Electric Utilities	209,000	214,117	214,117	214,500	Electricity for facilities
53540	Legal Notices and Publications	200	250	250	250	Public hearing notices/publications
58900	Indirect Cost Allocation	27,144	27,144	27,144	27,144	
TOTAL OPERATING		243,146	248,551	248,551	248,894	
TOTAL STREET LIGHTING A.D.		\$ 243,146	\$ 248,551	\$ 248,551	\$ 248,894	

STREET TREES AND LANDSCAPING ASSESSMENT DISTRICT		2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
FUND/FUNCTION: 2720-2250						
REVENUE						
45250	Street Landscaping	\$ 174,767	\$ 199,025	\$ 199,025	\$ 211,389	
TOTAL REVENUE		\$ 174,767	\$ 199,025	\$ 199,025	\$ 211,389	
PERSONNEL SERVICES						
50010	Regular Full-Time Employees	\$ 47,292	\$ 42,198	\$ 42,198	\$ 45,737	Park Worker - 70%
50030	Overtime	-	-	-	-	
50110	Medicare Contribution	686	613	613	663	
50130	PERS Contribution-Employer	5,431	4,803	4,803	3,768	PERS Employer - Contribution
50131	PERS Unfunded Liability	10,967	10,937	10,937	1,903	
50210	Group Health Insurance	1,306	1,235	1,235	1,252	
50230	Group Life Insurance	144	127	127	126	
50240	Group LTD Insurance	330	296	296	242	
50290	Group Flex Benefits	10,656	9,324	9,324	-	
50400	Workers Compensation	2,120	1,885	1,885	1,557	
50900	Pension Obligation Bond Allocation	-	-	-	9,432	
TOTAL PERSONNEL SERVICES		78,932	71,418	71,418	64,679	
OPERATING						
51170	Property Tax Administration Fees	200	240	240	240	LA County Property Tax administration fees
51530	Engineering Fees	8,850	9,227	9,227	9,275	Annual Assessment District administration fees, Public Hearing notice
52100	Water Utilities	12,680	12,025	12,025	9,285	Covina water supply
52120	Electric Utilities	750	750	750	820	Electricity for facilities
52320	Lawn/Landscape Care	52,444	46,825	46,825	46,825	Park landscape maintenance contract
52330	Tree Trimming Services	5,700	5,700	5,700	2,500	Tree trimming services
53540	Legal Notices and Publications	300	300	300	300	Public hearing notices/publications
53990	Other	950	950	950	950	Picnic table for Jalapa Park, Pest Control
58220	Streets	9,800	9,800	9,800	9,800	
58900	Indirect Cost Allocation	6,379	6,379	6,379	6,379	
TOTAL OPERATING		98,053	92,196	92,196	86,374	
TOTAL STREET TREES AND LANDSCP A.D.		\$ 176,985	\$ 163,614	\$ 163,614	\$ 151,053	



Special Revenue FY 2022/23 Adopted Budget

Department Budget Cont.

SHOPPER'S LANE PARKING DISTRICT		2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
FUND/FUNCTION: 2750-2800						
REVENUE						
40500	Business Registration Tax	\$ 1,350	\$ 2,000	\$ 2,000	\$ 2,000	Various: Annual contribution from merchants with business license fee
43280	Parking Permit Fees	7,650	9,200	9,200	13,000	Parking permit sales revenue
TOTAL REVENUE		\$ 9,000	\$ 11,200	\$ 11,200	\$ 15,000	
OPERATING						
51990	Other Professional Fees	\$ 1,300	\$ 1,400	\$ 1,400	\$ 2,500	Parking permit system fees
58220	Streets	6,200	6,200	6,200	6,200	Streets: Zone and other maintenance services
TOTAL OPERATING		7,500	7,600	7,600	8,700	
TOTAL SHOPPER'S LANE PARKING DISTRICT						
		\$ 7,500	\$ 7,600	\$ 7,600	\$ 8,700	



Special Revenue FY 2022/23 Adopted Budget

Community Facility District 2007-1

This fund accounts for funds received through special taxes collected through a resident's property taxes. These special taxes are imposed on any new residential development in the City at a set rate per housing unit. The funds generated by these special taxes may only be used to finance the additional costs generated by new development for police, paramedic, fire protection and suppression services as well as park maintenance.

Department Budget

COMMUNITY FACILITIES DISTRICT		2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
FUND/FUNCTION: 2740-0000						
OPERATING						
53990	Other	\$ -	\$ -	\$ -	\$ -	
TOTAL OPERATING		-	-	-	-	
TOTAL CFD - (2740-0000)						
		\$ -	\$ -	\$ -	\$ -	
FUND/FUNCTION: 2740-1700						
OPERATING						
51005	Consulting Fees	\$ 6,485	\$ -	\$ -	\$ -	
TOTAL OPERATING		6,485	-	-	-	
TOTAL CFD - (2740-1700)						
		\$ 6,485	\$ -	\$ -	\$ -	
FUND/FUNCTION: 2740-4800						
REVENUE						
45800	CFD Revenue	\$ 176,681	\$ 176,681	\$ 176,681	\$ 176,681	Applied assessments
TOTAL REVENUE		\$ 176,681	\$ 176,681	\$ 176,681	\$ 176,681	
OPERATING						
51005	Consulting Fees	\$ 2,000	\$ 12,000	\$ 12,000	\$ 2,000	CFD consulting expenses
51170	Property Tax Admin	300	300	300	300	LA County Property Tax administration fees
53540	Legal Notices and Publications	500	700	700	700	Public hearing notices
59110	Transfer to General Fund	180,000	180,000	180,000	300,000	
TOTAL OPERATING		182,800	193,000	193,000	303,000	
TOTAL COMMUNITY FACILITIES DISTRICT						
		\$ 189,285	\$ 193,000	\$ 193,000	\$ 303,000	



Literacy Services Division

The Second Start Literacy Program offers adult and children's literacy services to residents of Covina and the surrounding cities of Azusa, Baldwin Park, Diamond Bar, El Monte, Glendora, Hacienda Heights, La Puente, and West Covina, to name a few.

The SSLP supports literacy through the following key services:

Adult Basic Education – Adult learners are provided instruction based on their goals and pace in basic reading, writing, and math. Adults are matched with trained volunteer tutors and receive one-on-one or small group instruction twice per week.

English as Second Language – Nonnative English-speaking adults who are not proficient in English are provided with the opportunity to develop English language acquisition and communication skills in speaking, listening, reading, and writing. Adults are matched with trained volunteer tutors and receive one-on-one or small group instruction.

U.S. Citizenship Classes – English-speaking adults are provided the opportunity to learn about the Citizenship application process. Classes are interactive and focus on the application process, Civics and History, English, Writing, and Reading tests.

English Conversation Classes – English Conversation Classes provide nonnative English-speaking adults with an opportunity to practice their English language skills, improve vocabulary, and improve pronunciation. Sessions are based on guided topics, such as doctor's visits, looking for jobs, and eating out.

Children's Literacy – School-aged children who need extra assistance receive additional reading support in phonics, sight word vocabulary, comprehension, and other word-attack skills by volunteer tutors. Children are taught via small group classes or one-on-one instruction twice a week.

Family Literacy – Families are brought together in a workshop environment to learn and practice literacy skills that can be used at home. Workshops focus on a different theme with each session including an introduction to the theme, activity stations to reinforce the ideas, and a take-home kit consisting of books related to the topic and tips on how to incorporate and practice what was learned during the workshop.

Joint Summer Reading Program – This program is offered in partnership with Covina-Valley Unified School District. The program provides students with the opportunity to take Accelerated Reader (AR) tests year-round. The program hosts over 1,400 participants each summer.

Due to the COVID-19 pandemic, all Literacy classes and programs have been conducted virtually. Students have increased their technological literacy skills by participating via ZOOM.



Special Revenue FY 2022/23 Adopted Budget

Program goals:

- Improve literacy skills.
- Encourage the development of higher level thinking skills.
- Ensure that every adult and child participating in the SSLP obtains a Library card.
- Improve parental knowledge and involvement in their child's educational development.
- Ongoing instructional training for staff and tutors in the areas of early literacy, Adult Basic Education, (ABE) English as a Second Language (ESL), and Evidence-Based Reading Instruction (EBRI).

Funding

The SSLP is partially funded through grants from the Workforce Investment and Opportunity Act, Title II: Adult Education and Family Literacy Act (WIOA), California Library Literacy Services (CLLS), and the Community Development Block Grant (CDBG) administered by the City of Covina. Other funding sources include the City of Covina general fund, fundraisers (sponsored by the Covina Downtown Merchant Association), The Friends of the Covina Public Library, and private donations.

As a recipient of the Workforce Investment and Opportunity Act, Title II: Adult Education and Family Literacy Act (WIOA), the Second Start Literacy Program earns grant payment points per number of students who advance one or more levels, pass the California High School Exit Exam (CAHSEE), or complete a high school diploma or GED. Payment points are also earned when students pass the Citizenship Interview Test.



Special Revenue FY 2022/23 Adopted Budget

Library Equipment Reserve

The Library Equipment Reserve fund contains revenues that are generated from use of the public printer at the library. There are various supplies and library subscriptions that are paid out of this fund.

Department Budget

LIBRARY SERVICE		2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
LITERACY GRANT FUND/FUNCTION/PROJECT: 2800-3900						
REVENUE						
42186	Library Literacy Grant	\$ 55,834	\$ 18,000	\$ 53,973	\$ 18,000	California Library Literacy Services Grant
48100	Donations and Contributions	2,000	500	500	-	Sponsorship from the Friends of the Covina Public Library, Donations and Fundraisers
49120	Transfer - Special Revenue Fund	-	-	-	-	
TOTAL REVENUE		\$ 57,834	\$ 18,500	\$ 54,473	\$ 18,000	
PERSONNEL SERVICES						
50010	Regular Full-Time Employees	\$ 64,235	\$ 75,084	\$ 71,532	\$ 82,162	Library Services Supervisor - 69.74%
50110	Medicare Contribution	910	1,067	1,067	1,299	
50130	PERS Contribution-Employer	7,180	8,370	8,370	8,915	PERS Employer - Contribution
50131	PERS Unfunded Liability	14,499	-	-	-	
50230	Group Life Insurance	130	149	149	147	
50240	Group LTD Insurance	440	514	514	552	
50290	Group Flex Benefits	7,220	7,218	7,218	7,391	
50400	Workers Compensation	596	596	596	755	
TOTAL PERSONNEL SERVICES		95,210	92,998	89,446	101,221	
OPERATING						
53100	Dues and Subscriptions	350	350	350	300	Membership fees for ProLiteracy and Southern California Library Literacy Network.
53200	Training, Conferences and Meeting	-	300	300	-	Various conferences and meetings
53590	General Printing and Binding	13,492	800	800	800	Literacy brochures
54000	Office Supplies	40	40	40	-	Various supplies
54030	Computer Supplies	7,432	-	-	-	
54100	Books	500	500	500	500	Student workbooks
54350	Special Supplies	-	-	36,768	-	
58390	Library Services	(78,549)	(76,488)	(73,831)	(84,821)	General Fund Support For Literacy
TOTAL OPERATING		(56,736)	(74,498)	(35,073)	(83,221)	
TOTAL LITERACY GRANT 2800-3900		\$ 38,474	\$ 18,500	\$ 54,373	\$ 18,000	
LITERACY GRANT FUND/FUNCTION/PROJECT: 2800-LS20						
OPERATING						
54590	Recreation Supplies	\$ -	\$ -	\$ -	\$ -	
TOTAL OPERATING		-	-	-	-	
TOTAL LITERACY GRANT 2800-LS20		\$ -	\$ -	\$ -	\$ -	



Special Revenue FY 2022/23 Adopted Budget

Department Budget

LITERACY GRANT FUND/FUNCTION/PROJECT: 2800-LS28							
OPERATING							
52200		Telephone	\$ 180	\$ -	\$ -	\$ -	
TOTAL OPERATING			180	-	-	-	
TOTAL LITERACY GRANT 2800-LS28							
			\$ 180	\$ -	\$ -	\$ -	
TOTAL LITERACY GRANT							
			\$ 38,654	\$ 18,500	\$ 54,373	\$ 18,000	
WORKFORCE ACT GRANT FUND/FUNCTION/PROJECT: 2807-3900							
REVENUE							
42190		Other State Grants	\$ 13,320	\$ 10,000	\$ 13,452	\$ 10,000	
TOTAL REVENUE			\$ 13,320	\$ 10,000	\$ 13,452	\$ 10,000	
OPERATING							
59120		Transfer-Special Revenue Fund	\$ -	\$ -	\$ -	\$ -	
TOTAL OPERATING			-	-	-	-	
TOTAL WORKFORCE LITERACY GRANT 2807-3900							
			\$ -	\$ -	\$ -	\$ -	
WORKFORCE ACT GRANT FUND/FUNCTION/PROJECT: 2807-LS82							
PERSONNEL SERVICES							
50010		Regular Full-Time Employees	\$ 7,698	\$ 7,850	\$ 11,302	\$ 7,961	Library Services Supervisor - 9.66%
50110		Medicare Contribution	130	113	113	139	
50130		PERS Contribution-Employer	1,000	883	883	961	PERS Employer - Contribution
50131		PERS Unfunded Liability	-	-	-	-	
50230		Group Life Insurance	20	17	17	16	
50240		Group LTD Insurance	70	55	55	61	
50290		Group Flex Benefits	1,000	1,000	1,000	779	
50400		Workers Compensation	82	82	82	83	
TOTAL PERSONNEL SERVICES			10,000	10,000	13,452	10,000	
TOTAL WORKFORCE LITERACY GRANT 2807-LS82							
			\$ 10,000	\$ 10,000	\$ 13,452	\$ 10,000	
TOTAL WORKFORCE ACT GRANT							
			\$ 10,000	\$ 10,000	\$ 13,452	\$ 10,000	
LIBRARY EQUIPMENT RESERVE FUND/FUNTION/PROJECT: 2810-3900							
REVENUE							
42190		Other State Grants/Subventions	\$ 26,638	\$ 15,500	\$ 42,138	\$ 15,000	Grant Revenue
43380		Library Services	4,000	4,000	4,000	2,800	Revenue from public printer
TOTAL REVENUE			\$ 30,638	\$ 19,500	\$ 46,138	\$ 17,800	
OPERATING							
54010		Duplicating/Copying Supplies	\$ 400	\$ 400	\$ 400	\$ 400	Paper costs
54030		Computer Supplies	22,690	18,380	22,380	16,000	Comprise Printer Management and CENIC Broadband Service
54350		Special Supplies	-	130	130	-	Thermal receipt paper rolls
TOTAL OPERATING			23,090	18,910	22,910	16,400	
TOTAL LIBRARY EQUIPMENT RESERVE							
			\$ 23,090	\$ 18,910	\$ 22,910	\$ 16,400	



Special Revenue FY 2022/23 Adopted Budget

Public, Educational and Government

The Public, Educational and Government access fees are franchise fees and are restricted by the Covina Municipal Code Section 5.32.

Department Budget

PUBLIC, EDUCATIONAL, AND GOVERNMENT		2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
PUBLIC EDUCATION IN GOVERNMENT FUND/FUNCTION: 2890-0920						
REVENUE						
48400	Public Info PEG Fee	\$ 50,000	\$ 50,000	\$ 50,000	\$ 75,000	
TOTAL REVENUE		\$ 50,000	\$ 50,000	\$ 50,000	\$ 75,000	
PERSONNEL SERVICES						
50010	Regular Full-Time Employees	\$ -	\$ -	\$ -	\$ -	
50110	Medicare Contribution	-	-	-	-	
50130	PERS Contribution-Employer	-	-	-	-	
50131	PERS Unfunded Liability	-	-	-	-	
50210	Group Health Insurance	-	-	-	-	
50230	Group Life Insurance	-	-	-	-	
50240	Group LTD Insurance	-	-	-	-	
50400	Workers Compensation	-	-	-	-	
TOTAL PERSONNEL SERVICES		-	-	-	-	
OPERATING						
51005	Consulting Fees	14,500	14,500	14,500	-	City Council Streaming Services
52250	Cable and Satellite	3,800	3,800	3,800	-	Cable and satellite bills
52490	Maint - Other Equipment	4,200	5,500	5,500	-	Misc maintenance costs
55700	Computer Hardware and Software	1,300	1,300	1,300	-	Computer hardware/software purchases
TOTAL OPERATING		23,800	25,100	25,100	-	
TOTAL PUBLIC EDUCATION IN GOVERNMENT		\$ 23,800	\$ 25,100	\$ 25,100	\$ -	



Special Revenue FY 2022/23 Adopted Budget

Canine Unit Donation

Donations are received by the City for various purposes. These funds account for donations for specific purposes. In the case of the Canine Donation, to begin a new program with the purchase of the police dog and the initial investment in food, shelter, medical treatment and handler training.

Department Budget

POLICE DEPARTMENT SPECIAL REVENUES		2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
CANINE UNIT DONATION FUND/FUNCTION: 2923-1160						
REVENUE						
48100	Donations and Contributions	\$ 6,000	\$ 6,000	\$ 17,316	\$ -	Donations
TOTAL REVENUE		\$ 6,000	\$ 6,000	\$ 17,316	\$ -	
OPERATING						
54990	General Supplies	\$ 6,000	\$ 6,000	\$ 4,593	\$ -	General and special supplies
55550	Motor Vehicles	53,714	-	-	-	
TOTAL OPERATING		59,714	6,000	4,593	-	
TOTAL CANINE UNIT DONATION		\$ 59,714	\$ 6,000	\$ 4,593	\$ -	



Special Revenue FY 2022/23 Adopted Budget

Police Explorer Donation

This Police Explorer Donation fund includes donations that are specifically used for general and special supplies.

Department Budget

POLICE DEPARTMENT SPECIAL REVENUES		2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
POLICE EXPLORER DONATION FUND/FUNCTION: 2927-1110						
REVENUE						
48100	Donations and Contributions	\$ -	\$ 3,500	\$ 3,500	\$ 3,500	Donations
TOTAL REVENUE		\$ -	\$ 3,500	\$ 3,500	\$ 3,500	
OPERATING						
54430	Clothing and Equipment	\$ 3,500	\$ 2,000	\$ 2,000	\$ 2,000	General equipment and supplies
54990	General Supplies	-	1,500	1,500	1,500	Supplies for Explorer program
TOTAL OPERATING		3,500	3,500	3,500	3,500	
TOTAL POLICE EXPLORER DONATION						
		\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	



Special Revenue FY 2022/23 Adopted Budget

Library Donations Funds

There are a variety of donation accounts within the library function that include funds from donations, fundraising, and sponsorships. The following is a complete listing of the library donation funds: Teen Program Donation, Webb Berger Grant -Leaders in Training Donation, Seniors Donations, Grandmother's Club Donation, Library Service Donation, Literacy Donation, Joseph J. Borello Donation.

Department Budget

PARKS & RECREATION		2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
LIBRARY SERVICE DONATIONS FUND/FUNCTION: 2970-3900						
REVENUE						
48100	Donations and Contributions	\$ 21,200	\$ 21,900	\$ 21,900	\$ 17,500	Donations
TOTAL REVENUE		\$ 21,200	\$ 21,900	\$ 21,900	\$ 17,500	
OPERATING						
51600	Recreation Program Fees	\$ 8,500	\$ 8,500	\$ 8,500	\$ 4,000	Children's Performers, Cookie House Event (Santa), Teen/Adult Programs
54100	Books	1,000	1,000	1,000	1,000	Books for Library's collection
54120	Periodicals	1,000	1,000	1,000	1,000	Magazine Subscriptions
54410	Food Supplies and Meals	1,300	2,000	2,000	1,300	Snacks for various events
54510	Arts and Crafts Supplies	3,800	3,800	3,800	3,800	Children's Craft supplies/Adult DIY Craft supplies
54590	Recreation Supplies	5,600	5,600	5,600	6,400	Supplies for Library programs
TOTAL OPERATING		21,200	21,900	21,900	17,500	
TOTAL LIBRARY SERVICE DONATIONS		\$ 21,200	\$ 21,900	\$ 21,900	\$ 17,500	
		2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
VOLUNTEER WEB BERGER GRANT FUND/FUNCTION: 2967-3100						
REVENUE						
43305	Volunteer Service Fees	\$ -	\$ -	\$ 1,760	\$ 2,200	
48100	Donations and Contributions	-	-	1,000	-	Donations
TOTAL REVENUE		\$ -	\$ -	\$ 1,760	\$ 2,200	
PERSONNEL SERVICES						
50015	Reg Full-time	\$ -	\$ -	\$ -	\$ 210	
50110	Medicare Contribution	\$ -	\$ -	\$ -	\$ 4	
50400	Workers Compensations	\$ -	\$ -	\$ -	\$ 2	
TOTAL PERSONNEL SERVICES					\$ 216	
OPERATING						
53590	General Printing				200	
54350	Special Supplies	\$ -	\$ -	\$ 1,900	\$ 2,050	General supplies
54410	Food Supplies and Meals			\$ 60	\$ 75	
54430	Clothing and Equipment	\$ -	\$ -	\$ 800	\$ 450	General equipment.
TOTAL OPERATING		-	-	2,760	2,775	
TOTAL WEB BERGER GRANT		\$ -	\$ -	\$ 2,760	\$ 2,991	



Special Revenue FY 2022/23 Adopted Budget

Miscellaneous Grants

Miscellaneous grants in this fund are grants that can be from various departments. Currently, the fund has one grant pertaining to the implementation of a Homelessness Plan, which includes funds for encampment cleanup, rental assistance, prevention/diversion programs, and collaborating with non-profit organizations for assistance programs.

Department Budget

MISCELLANEOUS GRANTS			2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
MISCELLANEOUS GRANTS FUND/FUNCTION/PROJECT: 2980-1130							
REVENUE							
42290	HOST	Other County Grants-Subvention	\$ -	\$ -	\$ -	\$ -	
TOTAL REVENUE			\$ -	\$ -	\$ -	\$ -	
PERSONNEL SERVICES							
50030	HOST	Overtime	\$ -	\$ -	\$ -	\$ -	
TOTAL PERSONNEL COSTS			-	-	-	-	
TOTAL MISCELLANEOUS GRANTS (2980-1130)			\$ -	\$ -	\$ -	\$ -	
MISCELLANEOUS GRANTS FUND/FUNCTION/PROJECT: 2980-4725							
REVENUE							
42600	G2101	Other Grants	\$ 150,000	\$ 150,000	\$ 150,000	\$ -	Homeless Plan Implementation Grant
42600	G2102	Other Grants	15,000	15,000	16,712	-	Pilot Program
42600	G2103	Other Grants	60,000	60,000	102,101	-	Pilot Program
TOTAL REVENUE			\$ 225,000	\$ 225,000	\$ 268,813	\$ -	
PERSONNEL SERVICES							
50010	G2101	Regular Full-Time Employees	\$ 16,500	\$ 16,500	\$ -	\$ -	Personnel costs
50030		Overtime	-	-	20,000	-	
TOTAL PERSONNEL COSTS			16,500	16,500	20,000	-	
OPERATING							
52990	G2101	Other Property Services	15,000	15,000	15,000	-	Implementation - PW encampment clean-up
53210	G2101	Employee Training	3,500	3,500	-	-	Implementation - training
53737	G2101	Equipment	10,000	10,000	10,000	-	Implementation - bicycles
53750	G2101	Grant Awards	56,580	56,580	53,063	-	Implementation - Rental Assist/Support Solutions, Implementation - YWCA WINGS program, Implementation - Project 29:11 program
53750	G2102	Grant Awards	15,000	15,000	15,000	-	Prevention/Diversion
53750	G2103	Grant Awards	60,000	60,000	60,000	-	Pilot Program
53780	G2101	Rent Subsidies	48,420	48,420	51,937	-	Implementation - Rental Assist/Support Solutions
TOTAL OPERATING			208,500	208,500	205,000	-	
TOTAL MISCELLANEOUS GRANTS (2980-4725)			\$ 225,000	\$ 225,000	\$ 225,000	\$ -	
TOTAL MISCELLANEOUS GRANTS FUND			\$ 225,000	\$ 225,000	\$ 225,000	\$ -	



American Rescue Plan Act (ARPA)

The American Rescue Plan Act of 2021 ("ARPA") included the Coronavirus Local Fiscal Recovery Fund to provide \$350 billion for states, municipalities, counties, tribes, and territories to assist with pandemic-related response activities. Under ARPA guidelines, municipalities with a population of less than 50,000 are considered "non-entitlement units of local government ("NEUs") and funding will be distributed by the U.S Department of the Treasury to States, and then to NEUs. Funding will be made available in two tranches, with the first occurring in Summer 2021, and the second occurring twelve (12) months afterwards. The City of Covina received approximately \$11,351,049 through the American Rescue Plan Act and can use those monies to respond to the COVID-19 public health emergency and its economic impacts through four categories of eligible uses.

- To respond to the public health emergency or its negative economic impacts, including assistance to households, small business, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality.
- To respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to eligible workers.
- For the provision of government services to the extent of the reduction in revenue due to the COVID-19 public health emergency relative to revenues collected in the most recent full fiscal year prior to the emergency.
- To make necessary investments in water, sewer, or broadband infrastructure. Within the eligible use categories outlined in the Fiscal Recovery Funds provisions of ARPA, State, local, and Tribal governments have flexibility to determine how best to use payments from the Fiscal Recovery Funds to meet the needs of their communities and populations.



Special Revenue FY 2022/23 Adopted Budget

Department Budget

ARPA GRANT		2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
ARPA GRANT FUND/FUNCTION/PROJECT: 2990-0000						
REVENUE						
42096	ARPA Federal Grant	\$ -	\$ -	\$5,675,524	\$5,675,524	
TOTAL REVENUE		\$ -	\$ -	\$5,675,524	\$5,675,524	
ARPA GRANT FUND/FUNCTION/PROJECT: 2990-0310						
OPERATING						
51005	Consulting Fees	-	-	50,000	-	
TOTAL OPERATING		-	-	50,000	-	
TOTAL CHILD CARE SERVICES GRANT 2990-3550		\$ -	\$ -	\$ 50,000	\$ -	
ARPA GRANT FUND/FUNCTION/PROJECT: 2990-1650						
PERSONNEL SERVICES						
50010	Regular Full-Time Employees	\$ -	\$ -	\$ 100,000	\$ -	
50050	Sick Leave Pay			\$ 600,000		
50095	Bonus Pay			\$ 600,000		
50110	Medicare Contribution	-	-	-	-	
50130	PERS Contribution-Employer	-	-	-	-	
50131	PERS Unfunded Liability	-	-	-	5,416	
50240	Group LTD Insurance	-	-	-	-	
50290	Group Flex Benefits	-	-	-	-	
50400	Workers Compensation	-	-	-	-	
50900	Pension Obligation Bond Allocation	-	-	-	26,849	
TOTAL PERSONNEL SERVICES		-	-	1,300,000	32,265	
OPERATING						
51005	Consulting Fees	-	-	50,000	-	
51795	Software Lease Fees	-	-	16,000	-	
52300	Janitorial	-	-	50,000	-	
53990	Other	-	-	-	-	
59110	Transfer - General Fund	-	-	44,000	3,000,000	
TOTAL OPERATING		-	-	160,000	3,000,000	
TOTAL EMERGENCY MEDICAL SVCS GRANT 2990-		\$ -	\$ -	\$1,460,000	\$3,032,265	
ARPA GRANT FUND/FUNCTION/PROJECT: 2990-3300						
OPERATING						
53750	Grant Awards	-	-	100,000	-	
55100	Building and Structures	-	-	50,000	-	
TOTAL OPERATING		-	-	150,000	-	
TOTAL COMMUNITY PROGRAMS GRANT 2990-330-		\$ -	\$ -	\$ 150,000	\$ -	
ARPA GRANT FUND/FUNCTION/PROJECT: 2990-3500						
PERSONNEL SERVICES						
50015	Regular Part-Time Employees	\$ -	\$ -	\$ 10,000	\$ -	
TOTAL PERSONNEL SERVICES		-	-	10,000	-	
OPERATING						
53750	Grant Awards	-	-	40,000	-	
TOTAL OPERATING		-	-	40,000	-	
TOTAL SENIOR SERVICES GRANT 2990-3500		\$ -	\$ -	\$ 50,000	\$ -	
ARPA GRANT FUND/FUNCTION/PROJECT: 2990-3550						
OPERATING						
53736	Child Care	-	-	300,000	-	
TOTAL OPERATING		-	-	300,000	-	
TOTAL CHILD CARE SERVICES GRANT 2990-3550		\$ -	\$ -	\$ 300,000	\$ -	



Special Revenue FY 2022/23 Adopted Budget

Department Budget

ARPA GRANT		2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
ARPA GRANT FUND/FUNCTION/PROJECT: 2990-4000						
PERSONNEL SERVICES						
50010	Regular Full-Time Employees	\$ -	\$ -	\$ 24,760	\$ -	
50015	Regular Part-Time Employee			\$ 30,820		
50110	Medicare Contribution	-	-	807	-	
50130	PERS Contribution-Employer	-	-	2,817	-	
50210	Group Health Insurance	-	-	894	-	
50230	Group Life Insurance	-	-	90	-	
50240	Group LTD Insurance	-	-	173	-	
50290	Group Flex Benefits	-	-	6,660	-	
50400	Workers Compensation	-	-	1,852	-	
TOTAL PERSONNEL SERVICES		-	-	68,873	-	
TOTAL COMMUNITY DEV ADMIN GRANT 2990-4000						
		\$ -	\$ -	\$ 68,873	\$ -	
ARPA GRANT FUND/FUNCTION/PROJECT: 2990-4200						
PERSONNEL SERVICES						
50015	Regular Part-Time Employees	\$ -	\$ -	\$ 50,000	\$ -	
TOTAL PERSONNEL SERVICES		-	-	50,000	-	
TOTAL CODE ENFORCEMENT GRANT 2990-4200						
		\$ -	\$ -	\$ 50,000	\$ -	
ARPA GRANT FUND/FUNCTION/PROJECT: 2990-4700						
PERSONNEL SERVICES						
50015	Regular Part-Time Employees	\$ -	\$ -	\$ 50,000	\$ -	
TOTAL PERSONNEL SERVICES		-	-	50,000	-	
TOTAL HOUSING GRANT 2990-4700						
		\$ -	\$ -	\$ 50,000	\$ -	
ARPA GRANT FUND/FUNCTION/PROJECT: 2990-4750						
PERSONNEL SERVICES						
50030	Overtime	\$ -	\$ -	\$ 28,000	\$ -	
TOTAL PERSONNEL SERVICES		-	-	28,000	-	
OPERATING						
51700	Information Tech- General	-	-	200,000	-	
53500	Promotion Advertising	-	-	50,000	-	
53785	Business Assistance	-	-	100,000	-	
53786	Business Working Capital	-	-	200,000	-	
53787	Business Capital Improvement	-	-	250,000	-	
53990	Other	-	-	42,000	-	
TOTAL OPERATING		-	-	842,000	-	
TOTAL BUSINESS ASSISTANCE GRANT 2990-4750						
		\$ -	\$ -	\$ 870,000	\$ -	
ARPA GRANT FUND/FUNCTION/PROJECT: 2990-5080						
OPERATING						
55410	Water Distribution System	-	-	509,000	-	
TOTAL OPERATING		-	-	509,000	-	
TOTAL TRANS AND DISTRIB GRANT 2990-5080						
		\$ -	\$ -	\$ 509,000	\$ -	
TOTAL ARPA GRANT FUND						
		\$ -	\$ -	\$3,557,873	\$3,032,265	



Enterprise Funds

FY 2022/23 Adopted Budget

Department Overview

The City's enterprise funds establish a separate accounting and financial reporting mechanism for municipal services for which a fee is charged in exchange for goods (water) or services (solid waste and recycling collection and sewer conveyance). The intent is to recover the costs of operation on a continuing basis through user charges.

Programs and Services

The three enterprises operated by the City are:

- Water Utility
- Environmental Services
- Sanitary Sewer

Department Budget Summary

Program	Expenditure by Program			
	2020-2021 ACTUALS	2021-2022 ADOPTED BUDGET	2021-2022 PROJECTED	2022-2023 ADOPTED BUDGET
Water Utility	\$ (5,134,974)	\$ (4,579,040)	\$ (6,492,392)	\$ (188,758)
Environmental Services	\$ (2,327,954)	\$ (308,005)	\$ (1,156,099)	\$ (878,008)
Sanitary Sewer	\$ (4,313,192)	\$ (1,889,323)	\$ (3,418,269)	\$ (2,116,531)
Total Expenditure (Shortage)	(11,776,120)	(6,776,368)	(11,066,760)	(3,183,298)



Water Utility

The Water Division is responsible for maintaining and operating approximately 102 miles of water mains, 6 water storage facilities with a cumulative capacity of approximately 20 million gallons, 7 booster pump stations serving 5 pressure zones, one connection to Metropolitan Water District of Southern California that serves imported supplies through Three Valleys Municipal Water District, and 6 emergency interconnections with 3 public water systems, (i.e. Suburban Water Systems, Golden State Water Company, and Valencia Heights Water Company). There are 1,382 valves and 1,173 hydrants in the system. A population of 33,300 is served through approximately 8,723 meters.

Water operators are responsible for monitoring and adjusting the system 24 hours a day to ensure the City is providing safe, high quality water on demand to residents, businesses, and for fire protection purposes. The Water Division provides cross connection control, reservoir maintenance, chemical analysis, and bacteriological testing, as well as, reporting on the quality of the City's water annually to its customers and monthly to the State Water Resources Control Board, Division of Drinking Water (SWRCB DDW). The Water Division is responsible for providing services, such as system leaks and repairs, water quality monitoring, account turn-ons/off, meter readings, meter replacements, system and hydrant flushing, backflow prevention and testing, water conservation programs, and responding to customer usage inquiries.



Enterprise Funds

FY 2022/23 Adopted Budget

Department Budget

WATER UTILITY			2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
FUND/FUNCTION/PROJECT: 6010-0000							
REVENUE							
47200		Interest on Investments	\$ 60,000	\$ 20,000	\$ 20,000	\$ 1,000	
47410		Interest on Advances - General Fund	500	-	-	-	
48660		Advance Reimbursements	100,000	-	-	-	
49160		Enterprise Fund	-	-	-	2,000,000	
TOTAL REVENUE			\$ 160,500	\$ 20,000	\$ 20,000	\$ 2,001,000	
FUND/FUNCTION/PROJECT: 6010-0000							
OPERATING							
59160		Transfer - Enterprise Fund	\$ 2,500,000	\$ -	\$ -	\$ -	
TOTAL OPERATING			2,500,000	-	-	-	
TOTAL WATER (6010-0000)			\$ 2,500,000	\$ -	\$ -	\$ -	
FUND/FUNCTION/PROJECT: 6010-0500							
PERSONNEL SERVICES							
50010		Regular Full-Time Employees	\$ 340,680	\$ 334,694	\$ 334,694	\$ 392,038	Administrative Services Director - 29%, Finance Manager - 45%, Sr. Accountant - 40%, Sr. Accountant - 10%, Sr. Management Analyst - 44%, (3) - Account Clerk I - 90% each
50015		Regular Part-Time Employees	43,420	65,722	65,722	-	Administrative Technician - 8%, Account Clerk I - 75%, Account Clerk I - 90%, Administrative Technician - 90%
50030		Overtime	-	-	-	-	
50110		Medicare Contribution	5,530	5,524	5,524	5,709	
50130		PERS Contribution-Employer	38,760	36,162	36,162	29,520	PERS Employer - Contribution
50210		Group Health Insurance	8,540	9,043	9,043	9,342	
50230		Group Life Insurance	950	958	958	930	
50240		Group LTD Insurance	2,360	2,200	2,200	2,450	
50290		Group Flex Benefits	60,090	47,466	47,466	41,334	
50400		Workers Compensation	1,571	1,639	1,639	1,307	
TOTAL PERSONNEL SERVICES			\$ 501,901	\$ 503,408	\$ 503,408	\$ 482,630	
OPERATING							
51005		Consulting Fees	50,000	25,000	25,000	25,000	Consulting costs
51795		Software Lease Fees	48,600	48,600	48,600	55,000	Various software lease fees
51890		Other Professional Fees	81,030	81,030	81,030	90,000	Other professional services
52400		Maint-Buildings/Structures	-	-	20,000	-	
52400	F2101	Maint-Buildings/Structures	30,000	-	-	-	
53800		Bank Service Charges	19,000	12,000	12,000	12,000	Bank service charges
53990		Other	500	500	500	500	Misc charges
54000		Office Supplies	-	1,500	1,500	1,500	Office supplies
55600	F2101	Furniture and Fixtures	35,000	-	10,399	-	
TOTAL OPERATING			\$ 264,130	\$ 168,630	\$ 199,029	\$ 184,000	
TOTAL WATER FINANCE			\$ 766,031	\$ 672,038	\$ 702,437	\$ 666,630	



Enterprise Funds

FY 2022/23 Adopted Budget

Department Budget Cont.

WATER UTILITY		2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
FUND/FUNCTION/PROJECT: 6010-5000						
REVENUE						
48700	Gain on Sale of Property	-	-	-	340,000	
TOTAL REVENUE					\$ 340,000	
PERSONNEL SERVICES						
						City Manager - 25%, Ex Asst to the CM - 12.5%, PW Director - 15%, Environmental Services Manager - 5%, Sr. Management Analyst - 15%, Water Distribution Supervisor - 30%, Administrative Technician - 25%, City Engineer - 40%, Water Utility Superintendent - 20%, Chief Deputy City Clerk - 10%, Deputy City Clerk - 10%, HR Manager - 8%, Management Analyst Trainee - 8%, Sr. Human Resources Analyst - 8%, Payroll Technician - 8%, Account Clerk I - 25%, Various Education and Bilingual Pay, City Manager Car Allowance
50010	Regular Full-Time Employees	\$ 349,105	\$ 298,869	\$ 298,869	\$ 298,087	
50015	Regular Part-Time Employees	44,500	44,500	44,500	52,299	
50030	Overtime	1,200	1,200	1,200	-	Various PW part-time staff
50110	Medicare Contribution	5,695	8,754	8,754	4,021	
50130	PERS Contribution-Employer	39,688	32,969	32,969	29,128	PERS Employer - Contribution
50131	PERS Unfunded Liability	414,072	446,508	446,508	91,024	
50210	Group Health Insurance	5,709	3,671	3,671	3,381	
50230	Group Life Insurance	641	479	479	443	
50240	Group LTD Insurance	2,431	2,023	2,023	1,989	
50290	Group Flex Benefits	44,079	24,190	24,190	24,454	
50400	Workers Compensation	7,144	6,740	6,740	14,726	
TOTAL PERSONNEL SERVICES		\$ 914,264	\$ 869,903	\$ 869,903	\$ 519,552	
OPERATING						
51005	Consulting Fees	174,517	100,000	75,820	75,820	Water Quality Consultants
51990	Other Professional Fees	32,107	32,107	32,107	32,107	Nixie (Everbridge), SWRCB, NPDES Permit, City Well Deconstruction Consulting, SCADA System Maintenance/Software Upgrades
52120	Electric Utilities	11,157	-	-	-	
52200	Telephone	5,000	-	-	-	
52470	Maint-Office Equipment	315	-	900	900	
52670	Rentals- Office Equipment	-	-	3,600	3,600	
53100	Dues and Subscriptions	11,990	10,490	10,490	10,490	Various dues and subscriptions
53200	Training, Conferences and Meetings	300	300	300	300	Liebert, Cassidy, and Whitmore employee training
53300	Postage	3,300	1,500	1,500	1,500	Postage for FedEx and US Postal Service, Various: Water conservation outreach/education materials; water conservation measures
53450	Motor Pool Charges	5,792	5,484	5,484	9,516	Motor Pool Charges
53540	Legal Notices and Publications	750	750	750	750	Publications: advertise RFP and NIBs in newspapers
54000	Office Supplies	14,550	7,500	11,204	11,204	Printer Cartridge, Quill: Office supplies, Grand Printing, Various: Water conservation outreach/education materials; water conservation measures, Xerox: copier charges, Retriv Technologies: Battery recycling, Miscellaneous
55100	Buildings and Structures	22,000	22,000	22,000	22,000	HVAC maintenance at SCADA room
55200	Improvements-Not Bldgs/Structures	5,000	50,000	50,000	-	Public Works Yard Pavement Project (CP)
55700	Computer Hardware and Software	7,000	7,000	2,500	1,000	Various hardware and software purchases
56410	Loan Principal	-	1,157,955	1,157,955	1,140,756	Loan Principal
56450	Loan Interest	-	354,474	354,474	331,945	Loan Interest
58200	Public Works Administration	208,400	208,400	208,400	208,400	
58290	Yard Center	57,300	57,300	57,300	57,300	
58900	Indirect Cost Allocation	56,325	99,903	99,903	217,409	
59170	Transfer Internal Service	-	-	546,210		
59180	Transfer-Trust/Agency Fund	113,180	21,750	21,750	21,580	
TOTAL OPERATING		\$ 728,982	\$ 2,136,913	\$ 2,662,647	\$ 2,146,577	
TOTAL WATER - GENERAL & ADMINISTRATION		\$ 1,643,247	\$ 3,006,815	\$ 3,532,549	\$ 2,666,129	



Enterprise Funds

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Department Budget Cont.

WATER UTILITY			2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
FUND/FUNCTION/PROJECT: 6010-5005							
PERSONNEL SERVICES							
50010	Regular Full-Time Employees		\$ 74,833	\$ 77,501	\$ 77,501	\$ 83,866	Water Utility Superintendent - 30%, Management Analyst (PW) - 30%, Water Distribution Supervisor - 5%, Water Quality & Customer Service Rep II - 20%
50015	Regular Part-Time Employees		13,537	13,537	13,537	1,333	Various PW part-time staff
50030	Overtime		500	500	500	1,500	
50040	Vacation Pay		-	-	-	-	
50110	Medicare Contribution		1,289	2,798	2,798	1,214	
50130	PERS Contribution-Employer		8,593	8,822	8,822	8,755	PERS Employer - Contribution
50210	Group Health Insurance		1,387	1,108	1,108	991	
50230	Group Life Insurance		153	154	154	171	
50240	Group LTD Insurance		522	541	541	558	
50290	Group Flex Benefits		10,948	11,282	11,282	9,312	
50400	Workers Compensation		5,249	5,366	5,366	4,535	
TOTAL PERSONNEL SERVICES			117,011	121,609	121,609	112,235	
OPERATING							
51890	Other Professional Fees		87,813	-	25,767	27,000	
53300	Postage		300	300	300	300	Various postage costs
53800	Bank Service Charges		37,260	37,260	37,260	-	Bank transaction fees from Wells Fargo
58900	Indirect Cost Allocation		57,046	57,046	57,046	63,070	
TOTAL OPERATING			182,419	94,606	120,373	90,370	
TOTAL WATER - UTILITY BILLING			\$ 299,430	\$ 216,215	\$ 241,982	\$ 202,605	
FUND/FUNCTION/PROJECT: 6010-5010							
REVENUE							
46160	Meter Installation Fees		\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	Meter Installation Fees
46165	Customer Service Water Revenue		25,000	25,000	25,000	25,000	Water Reconnection Fees
46190	Water - Other		55,000	55,000	55,000	55,000	Customer Service - Other Charges
TOTAL REVENUE			\$ 81,500	\$ 81,500	\$ 81,500	\$ 81,500	
PERSONNEL SERVICES							
50010	Regular Full-Time Employees		\$ 260,214	\$ 266,976	\$ 266,976	\$ 201,881	Director of PW - 11.5%, PW Manager - 5%, Water Utility Superintendent - 35%, Management Analyst - 35%, Sr. Management Analyst - 25%, Water Distribution Supervisor - 10%, Water Systems Supervisor - 100%, Water Quality & Customer Service Rep II - 65%
50015	Regular Part-Time Employees		20,638	20,638	20,638	6,661	Various PW part-time staff
50030	Overtime		16,000	16,000	16,000	16,000	
50110	Medicare Contribution		4,305	3,982	3,982	3,002	
50130	PERS Contribution-Employer		29,880	30,033	30,033	20,864	PERS Employer - Contribution
50210	Group Health Insurance		4,676	2,091	2,091	1,896	
50230	Group Life Insurance		516	522	522	380	
50240	Group LTD Insurance		1,814	1,847	1,847	1,356	
50290	Group Flex Benefits		29,973	26,907	26,907	21,981	
50400	Workers Compensation		16,400	16,215	16,215	11,068	
TOTAL PERSONNEL SERVICES			\$ 384,416	\$ 385,211	\$ 385,211	\$ 285,089	
OPERATING							
51990	Other Professional Fees		15,000	15,000	15,000	15,000	Costs for professional services
52200	Telephone		3,032	3,032	3,032	3,032	Telephone charges
52490	Maint-Other Equipment		2,250	2,250	1,250	1,250	Safety Equipment
53450	Motor Pool Charges		27,205	25,522	25,522	7,648	PW Equipment motor pool charges
53650	Administrative Charges		56,905	42,000	16,233	-	Administrative charges
54430	Clothing and Equipment		3,050	3,150	3,150	3,150	Employee uniforms, City hats, Miscellaneous, Safety boots
55700	Computer Hardware and Software		5,500	2,000	2,000	1,000	Ongoing costs for hardware/software equipment
58900	Indirect Cost Allocation		35,905	35,905	35,905	35,905	
TOTAL OPERATING			\$ 148,847	\$ 128,859	\$ 102,092	\$ 66,985	
TOTAL WATER - CUSTOMER SERVICE			\$ 533,263	\$ 514,070	\$ 487,303	\$ 352,074	



Enterprise Funds

FY 2022/23 Adopted Budget

Department Budget Cont.

WATER UTILITY			2021 ACTUAL \$	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
FUND/FUNCTION/PROJECT: 6010-5020							
OPERATING							
58900		Indirect Cost Allocation	\$ 414	\$ 414	\$ 414	\$ 414	
TOTAL OPERATING			414	414	414	414	
TOTAL WATER - SALES PROMOTION			\$ 414	\$ 414	\$ 414	\$ 414	
FUND/FUNCTION/PROJECT: 6010-5050							
OPERATING							
54790		Resale Water	\$ 4,450,602	\$ 3,500,000	\$ 3,500,000	\$ 3,744,936	Water Source, Supply, and Resale
58900		Indirect Cost Allocation	132,337	132,337	132,337	132,337	
TOTAL OPERATING			\$ 4,582,939	\$ 3,632,337	\$ 3,632,337	\$ 3,877,273	
TOTAL WATER - SOURCE & SUPPLY			\$ 4,582,939	\$ 3,632,337	\$ 3,632,337	\$ 3,877,273	
FUND/FUNCTION/PROJECT: 6010-5060							
REVENUE							
46100		Water - Retail	\$ 10,250,000	\$ 10,455,000	\$ 6,273,000	\$ 6,273,000	Water production revenues
46110		Water - Sale	-	-	4,182,000	4,000,000	
TOTAL REVENUE			\$ 10,250,000	\$ 10,455,000	\$ 10,455,000	\$ 10,273,000	
PERSONNEL SERVICES							
							Director of PW - 11.5%, Water Utility Superintendent - 15%, Water Distribution Supervisor - 30%, Management Analyst - 15%, Water Distribution Operator I - 100%, Water Distribution Operator II - 20%, Water Distribution Operator I - 20%, Equipment Operator - 20%, (2) Water Distribution Operator III - 20% each, Water Distribution Operator I - 100%, Water System Operator II - 100%, Park Worker - 10%
50010		Regular Full-Time Employees	\$ 359,500	\$ 356,400	\$ 356,400	\$ 385,066	
50015		Regular Part-Time Employees	16,547	16,547	16,547	2,665	Various PW part-time staff
50030		Overtime	46,000	70,000	70,000	70,000	
50110		Medicare Contribution	6,120	10,836	10,836	5,283	
50130		PERS Contribution-Employer	41,281	40,560	40,560	40,443	PERS Employer - Contribution
50210		Group Health Insurance	8,348	6,616	6,616	7,172	
50230		Group Life Insurance	921	902	902	857	
50240		Group LTD Insurance	2,506	2,490	2,490	2,600	
50290		Group Flex Benefits	59,975	56,608	56,608	56,546	
50400		Workers Compensation	25,703	25,442	25,442	26,855	
TOTAL PERSONNEL SERVICES			\$ 566,901	\$ 586,401	\$ 586,401	\$ 597,487	
OPERATING							
51800		Testing Fees	20,460	14,000	14,000	14,000	Various testing fees
51990		Other Professional Fees	72,500	85,000	106,000	72,500	Professional services
52120		Electric Utilities	296,481	302,409	302,409	245,000	Electric costs
52200		Telephone	12,353	17,000	17,000	17,000	Cost of telephone service including air cards and mobile phones
52320		Lawn/Landscape Care	30,340	18,000	18,000	22,000	Landscape maintenance contract
52400		Maint-Buildings	93,187	94,720	73,045	73,045	Ongoing maintenance costs
52425		Maint-Power/Pump Equipment	103,000	103,000	71,200	95,000	Parts for reservoir site repairs, Specialized automatic valve maintenance services, Griswold Industries, Specialized automatic maintenance services, Panel replacements, etc.
53210		Employee Training	6,000	13,500	11,300	5,000	Employee safety training
53450		Motor Pool Charges	28,528	26,075	26,075	58,622	PW Equipment motor pool charges
53600		Licenses and Taxes	2,900	1,400	3,400	1,400	LA County Annual Tax Bill
54430		Clothing and Equipment	2,344	2,744	2,744	2,744	Uniform contract, Boot allowance, City hats, etc.
54660		Chemical Supplies	58,000	62,640	62,640	85,000	Various water production chemicals
54760		Lumber and Paint Supplies	1,000	-	-	-	
54850		Small Tool and Minor Equipment	6,600	6,600	6,600	8,000	Various small tools and minor equipment as needed
55555		Lease to Own Vehicles/Equipment	51,613	-	54,675	-	
58900		Indirect Cost Allocation	61,606	61,606	61,606	62,910	
TOTAL OPERATING			\$ 846,912	\$ 808,694	\$ 830,694	\$ 762,221	
TOTAL WATER - POWER & PUMPING			\$ 1,413,813	\$ 1,395,095	\$ 1,417,095	\$ 1,359,708	



Enterprise Funds

FY 2022/23 Adopted Budget

Department Budget Cont.

WATER UTILITY			2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
FUND/FUNCTION/PROJECT : 6010-5080							
REVENUE							
46120		Fire Line	200,000	150,000	150,000	150,000	Fire-line revenues
46160		Water Meter Installation Fees	15,000	15,000	15,000	15,000	Meter installation fees
46190		Water - Other	40,000	75,000	75,000	75,000	
TOTAL REVENUE			\$ 255,000	\$ 240,000	\$ 240,000	\$ 240,000	
PERSONNEL SERVICES							
							Water Distribution Supervisor - 25%, Water Distribution Operator I - 100%, Water Distribution Operator II - 80%, Water Distribution Operator III - 80%, (2) - each, Water Distribution Operator I - 80%, Water Quality & Customer Service Rep II - 15%, Street Maintenance Foreman - 10%, Street Maintenance Worker II - 15%, Equipment Operator - 80%, Building Maintenance Worker - 20%
50010		Regular Full-Time Employees	\$ 407,967	\$ 417,885	\$ 417,885	\$ 505,156	
50015		Regular Part-Time Employees	47,762	36,000	36,000	36,000	Various PW part-time staff
50030		Overtime	78,000	78,000	78,000	78,000	
50086		Longevity	-	-	-	1,500	
50110		Medicare Contribution	7,740	12,237	12,237	7,464	PERS Employer - Contribution
50130		PERS Contribution-Employer	46,847	47,560	47,560	54,619	
50210		Group Health Insurance	10,581	9,925	9,925	8,334	
50230		Group Life Insurance	1,167	1,208	1,208	1,341	
50240		Group LTD Insurance	2,844	2,924	2,924	3,482	
50290		Group Flex Benefits	82,876	77,192	77,192	91,707	
50400		Workers Compensation	29,729	33,037	33,037	40,070	
TOTAL PERSONNEL SERVICES			\$ 715,513	\$ 715,968	\$ 715,968	\$ 827,673	
OPERATING							
51990		Other Professional Fees	24,200	40,000	40,000	40,000	Underground service alert fees for water projects & repairs, water quality contingency
52200		Telephone	5,900	5,900	5,900	5,900	Cost of telephone service including mobile telephones
52424		Maint-Water Distribution	149,950	150,000	150,000	160,000	General supplies, meter supplies, maintenance supplies and miscellaneous supplies
52428		Maint-Water Meters	31,235	40,000	40,000	40,000	Water meter parts and repairs
52429		Maint-Fire Hydrants	15,000	30,000	30,000	30,000	Fire hydrant parts and repairs, Water distribution
52490		Maint-Other	30,000	30,000	30,000	30,000	Various maintenance costs
53210		Employee Training	10,000	15,000	15,000	5,000	Various employee safety trainings
53450		Motor Pool Charges	165,108	219,601	219,601	269,076	PW Equipment motor pool charges
54430		Clothing and Equipment	13,080	14,000	14,000	13,909	Uniform contract, Boot allowance, City hats, etc.
54650		Shop Materials	4,500	5,500	5,500	6,000	Oxygen cylinder rentals from Airgas West
54740		Cement and Concrete Supplies	33,436	50,000	50,000	55,000	Asphalt and concrete supplies, vehicle supplies
54850		Small Tool and Minor Equipment	8,900	8,900	8,900	10,000	Various small tools and minor equipment as needed
55550		Motor Vehicles	188,486	-	-	-	
55700		Computer Hardware and Software	8,000	18,000	18,000	8,000	Hardware/software purchases
58900		Indirect Cost Allocation	134,958	134,958	134,958	134,958	
TOTAL OPERATING			\$ 822,753	\$ 761,859	\$ 761,859	\$ 807,843	
TOTAL WATER - TRANSPORTATION & DISTRIBUTION			\$ 1,538,266	\$ 1,477,827	\$ 1,477,827	\$ 1,635,516	



Enterprise Funds

FY 2022/23 Adopted Budget

Department Budget Cont.

WATER UTILITY			2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
FUND/FUNCTION/PROJECT: 6010-5090							
OPERATING							
53900		Depreciation Expense	\$ -	\$ -	\$ -	\$ -	
TOTAL OPERATING			-	-	-	-	
TOTAL WATER - DEPRECIATION			\$ -	\$ -	\$ -	\$ -	
FUND/FUNCTION/PROJECT: 6010-8400							
OPERATING							
56010		Bond Principal	\$ 340,000	\$ -	\$ -	\$ -	
56050		Bond Interest	645,313	-	-	-	
56800		Fiscal Agent Fees	4,690	-	3,180	3,180	
58900		Indirect Cost Allocation	22,507	22,507	22,507	22,507	
TOTAL OPERATING			1,012,510	22,507	25,687	25,687	
TOTAL WATER - DEBT SERVICE			\$ 1,012,510	\$ 22,507	\$ 25,687	\$ 25,687	
FUND/FUNCTION/PROJECT: 6011-0000							
REVENUE							
47200		Interest on Investments	\$ 40,000	\$ 80,000	\$ 80,000	\$ 70,000	
47160		Transfer - Enterprise Fund	2,500,000	-	-	-	
TOTAL REVENUE			\$ 2,540,000	\$ 80,000	\$ 80,000	\$ 70,000	
OPERATING							
59160		Water CIP Transfer	\$ -	\$ -	\$ -	\$ 2,000,000	
TOTAL OPERATING						\$ 2,000,000	
TOTAL WATER						\$ 2,000,000	
FUND/FUNCTION/PROJECT: 6011-5060							
REVENUE							
46150		Water Capital Fees	\$ 300,000	\$ 300,000	\$ 300,000	\$ -	
TOTAL REVENUE			\$ 300,000	\$ 300,000	\$ 300,000	\$ -	
OPERATING							
55100	P2019	Buildings and Structures	\$ 5,883	\$ -	\$ 24,610	\$ -	
55100	W2101	Buildings and Structures	230,000	-	-	-	
55420		Production Water Service	-	-	-	500,000	
58900		Indirect Cost Allocation	20,850	20,850	20,850	20,850	
TOTAL OPERATING			\$ 256,733	\$ 20,850	\$ 45,460	\$ 520,850	
TOTAL WATER CIP - POWER AND PUMPING			\$ 256,733	\$ 20,850	\$ 45,460	\$ 520,850	



Enterprise Funds

FY 2022/23 Adopted Budget

Department Budget Cont.

WATER UTILITY			2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
FUND/FUNCTION/PROJECT: 6011-5080							
OPERATING							
52412		Maint-Street Infrastructure	\$ 1,050,000	\$ 4,750,000	\$ 2,013,430	\$ -	Citrus Avenue Main Railroad Crossing (CIP), Grand Avenue Water Main Replacement Project (CIP)
52412	W2002	Maint-Street Infrastructure	150,000	-	-	-	
52412	W2003	Maint-Street Infrastructure	1,380,517	-	-	-	
52412	W2102	Maint-Street Infrastructure	250,000	-	-	-	
55410		Water Distribution System	45,000	-	4,044,999	-	
55310		Street Infrastructure	-	-	-	500,000	
55410		Transmission Water	-	-	-	1,340,000	
55410	W1902	Water Distribution System	766,667	-	-	-	
TOTAL OPERATING			\$ 3,642,185	\$ 4,750,000	\$ 6,058,429	\$ 1,840,000	
TOTAL WATER CIP - TRANSPORTATION & DISTRIBUTION			\$ 3,642,185	\$ 4,750,000	\$ 6,058,429	\$ 1,840,000	
FUND/FUNCTION/PROJECT: 6011-5090							
OPERATING							
53900		Depreciation Expense	\$ -	\$ -	\$ -	\$ -	
TOTAL OPERATING			-	-	-	-	
TOTAL WATER CIP - DEPRECIATION			\$ -	\$ -	\$ -	\$ -	
FUND/FUNCTION/PROJECT: 6011-8800							
OPERATING							
56210		Lease Principal	\$ 360,492	\$ -	\$ -	\$ -	
56250		Lease Interest	125,280	-	-	-	
58900		Indirect Cost Allocation	47,372	47,372	47,372	47,372	
TOTAL OPERATING			533,144	47,372	47,372	47,372	
TOTAL WATER CIP - CAPITAL LEASE			\$ 533,144	\$ 47,372	\$ 47,372	\$ 47,372	
GRAND TOTAL WATER UTILITY REVENUES			\$ 13,587,000	\$ 11,176,500	\$ 11,176,500	\$ 13,005,500	
GRAND TOTAL WATER UTILITY EXPENSES			\$ 18,721,974	\$ 15,755,540	\$ 17,668,892	\$ 13,194,258	
NET BUDGET EXCESS (SHORTAGE)			\$ (5,134,974)	\$ (4,579,040)	\$ (6,492,392)	\$ (188,758)	



Environmental Services

The Environmental Services Division manages programs and initiatives that protect the environment and promote environmental stewardship in our community. Programs and initiatives include the administration of the City's solid waste and recycling contracts, Used Oil and Beverage Container Recycling Grants, construction/demolition debris management, energy efficiency programs, and community clean-up events. The Division also provides environmental education and outreach, household hazardous waste and electronic waste collection services, and compressed natural gas (CNG) sales to the public, while conducting industrial waste inspections, investigating illicit discharges of pollutants, and implementing stormwater programs to adhere to regulatory requirements.



Enterprise Funds

FY 2022/23 Adopted Budget

Department Budget

ENVIRONMENTAL-WASTE MGMT			2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
FUND/FUNCTION/PROJECT: 6200-0000							
REVENUE							
47200		Environmental Interest on Investments	\$ -	\$ 18,000	\$ 18,000	\$ 12,000	
TOTAL REVENUE			\$ -	\$ 18,000	\$ 18,000	\$ 12,000	
GENERAL AND ADMINISTRATIVE SERVICES FUND/FUNCTION/PROJECT: 6200-5500							
PERSONNEL SERVICES							
							City Manager - 3%, PW Director - 6.5%, Environmental Services Manager - 35%, City Engineer - 15%, Sr. Management Analyst - 40%, Administrative Technician - 25%, Management Analyst Trainee - 35%, Administrative Services Director - 3%, Finance Manager - 5%, Sr. Management Analyst - 5%, Payroll Technician - 2%, Account Clerk I - 3%, (4) Account Clerk I - 1% each, HR Manager - 2%, Sr. Human Resources Analyst - 2%, Management Analyst Trainee - 2%, Various Bilingual and Education Pays, City Manager Car Allowance
50010		Regular Full-Time Employees	\$ 193,596	\$ 180,356	\$ 180,356	\$ 191,341	
50015		Regular Part-Time Employees	3,880	13,155	13,155	20,624	Various PW and Finance part-time staff
50030		Overtime	-	-	-	-	
50110		Medicare Contribution	2,893	2,723	2,723	3,096	
50130		PERS Contribution-Employer	22,151	19,809	19,809	19,357	PERS Employer - Contribution
50131		PERS Unfunded Liability	69,753	90,774	90,774	17,373	
50210		Group Health Insurance	3,636	3,049	3,049	2,862	
50230		Group Life Insurance	419	352	352	311	
50240		Group LTD Insurance	1,353	1,218	1,218	1,280	
50290		Group Flex Benefits	28,138	16,321	16,321	17,812	
50400		Workers Compensation	1,802	1,815	1,815	4,387	
TOTAL PERSONNEL SERVICES			\$ 327,621	\$ 329,572	\$ 329,572	\$ 278,443	
OPERATING							
51990		Other Professional Fees	260,000	-	260,000	-	
52400		Maint-Buildings/Structures	-	-	5,135	-	
52400	F2101	Maint-Buildings/Structures	20,000	-	-	-	
55200		Improvements-Not Bldgs/Structr	-	-	50,767	-	
55200	P1902	Improvements-Not Bldgs/Structr	25,000	-	-	-	
55200	P1903	Improvements-Not Bldgs/Structr	11,176	-	-	-	
55200	P2108	Improvements-Not Bldgs/Structr	50,000	-	-	-	
55550		Motor Vehicles	28,346	-	-	-	
58434		Measure W	50,000	-	-	-	
58900		Indirect Cost Allocation	92,166	93,201	93,201	113,446	
59180		Transfer-Trust/Agency Fund	19,066	4,422	4,422	4,119	
TOTAL OPERATING			\$ 555,753	\$ 97,623	\$ 413,525	\$ 117,565	
TOTAL ENVIRONMENTAL SERVICES - GEN & ADMINISTRATIVE			\$ 883,375	\$ 427,195	\$ 743,097	\$ 396,008	
FUND/FUNCTION/PROJECT: 6200-5520							
REVENUE							
46380		CNG Station Charge In House	\$ 360	\$ 360	\$ 360	\$ 600	CNG Revenue for Pothole Patchers
46381		CNG Station Charge Outside	49,500	40,000	40,000	40,000	CNG Revenue from outside sales
46382		Fed Alternative Fuel Credit	4,500	-	-	7,500	
TOTAL REVENUE			\$ 54,360	\$ 40,360	\$ 40,360	\$ 48,100	
OPERATING							
52200		Telephone	\$ 1,420	\$ 600	\$ 600	\$ 200	Cost of telephone service
52490		Maint-Other Equipment	22,000	41,000	41,000	22,000	CNG station repairs and maintenance
53600		Licenses and Taxes	7,200	8,000	8,000	3,500	Federal IRS Form 720 Excise Tax, State of California - Quarterly Fuel Taxes
53800		Bank Service Charges	4,000	3,000	3,000	3,000	Elavon Bank - Credit Card Processing
54620		Motor Fuels	23,000	18,000	18,000	30,000	CNG fuel purchases
TOTAL OPERATING			\$ 57,620	\$ 70,600	\$ 70,600	\$ 58,700	
TOTAL ENVIRONMENTAL SERVICES - SALES PROMOTION			\$ 57,620	\$ 70,600	\$ 70,600	\$ 58,700	



Enterprise Funds

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Department Budget Cont.

ENVIRONMENTAL-WASTE MGMT			2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
FUND/FUNCTION/PROJECT: 6200-5540							
OPERATING							
52412		Maint-Street Infrastructure	\$ -	\$ -	\$ 147,000	\$ 151,200	
55310	P2013	Street Infrastructure	-	-	75,000	-	
58900		Indirect Cost Allocation	4,389	4,389	4,389	4,389	
TOTAL OPERATING			\$ 4,389	\$ 4,389	\$ 226,389	\$ 155,589	
TOTAL ENVIRONMENTAL SERVICES - STREET SWEEPING			\$ 4,389	\$ 4,389	\$ 226,389	\$ 155,589	
FUND/FUNCTION/PROJECT: 6200-5550							
REVENUE							
43160		Hazard Materials Cleanup Fees	\$ 270	\$ 270	\$ 270	\$ 270	Hazmat materials response (staff time/equip, pool discharge, permit for mobile businesses)
43262		Environmental Services Storm Water	10,040	17,340	17,340	17,340	Inspection fees
43400		Environmental Services Plan Review	18,000	15,960	15,960	18,000	Plan review fees
46385		Environmental Services Storm Water In	19,800	19,800	19,800	23,000	SW inspection fee for businesses
46387		Environmental Services NPDES Env	46,800	46,800	46,800	46,800	Environmental Compliance Fee for all businesses
46390		Waste Management - Other	108	-	-	-	
TOTAL REVENUE			\$ 95,018	\$ 100,170	\$ 100,170	\$ 105,410	
PERSONNEL SERVICES							
50015		Regular Part-Time Employees	\$ 3,220	\$ 17,576	\$ 17,576	\$ -	Various PW part-time staff
50110		Medicare Contribution	47	-	-	-	
TOTAL PERSONNEL SERVICES			\$ 3,267	\$ 17,576	\$ 17,576	\$ -	
OPERATING							
51005		Consulting Fees	840,494	55,750	52,054	60,000	Various consulting costs
51200		Legal Fees	6,500	-	445	6,500	
51800		Testing Fees	76,665	-	-	-	
51852		Public Agency-Maint Fee	16,100	-	-	-	
51990		Other Professional Fees	67,300	90,000	90,000	75,000	Various professional services
53100		Dues and Subscriptions	12,000	-	300	12,000	
53200		Training, Conferences and Meetings	1,200	-	235	1,200	
53210		Employee Training	-	-	-	500	
53300		Postage	300	-	50	150	
53450		Motor Pool Charges	6,048	6,142	6,142	12,161	PW Equipment motor pool charges
53500		Promotion Advertising	5,000	-	-	-	
53610		Permits	15,000	-	2,666	5,000	
54150		Promotion Supplies	500	-	-	500	
55100	P2019	Buildings and Structures	14,675	-	-	500,000	
55310		Street Infrastructure	50,000	-	100,000	-	
55310	P2018	Street Infrastructure	150,000	-	-	-	
55320		Storm Drainage System	277,548	-	-	-	
55320	P2002	Storm Drainage System	-	-	-	-	
58220		Streets	20,000	-	-	-	
58900		Indirect Cost Allocation	46,808	46,808	46,808	46,808	
59170		Transfer-Internal Service Fund	2,806	-	59,192	-	
TOTAL OPERATING			\$1,608,942	\$ 198,700	\$ 357,892	\$ 719,819	
TOTAL ENVIRONMENTAL SERVICES - ENVIRON SRVCS			\$1,612,209	\$ 216,276	\$ 375,468	\$ 719,819	



Enterprise Funds

FY 2022/23 Adopted Budget

Department Budget Cont.

ENVIRONMENTAL-WASTE MGMT			2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
FUND/FUNCTION/PROJECT: 6200-5570							
REVENUE							
41190		Industrial Waste App	\$ 2,700	\$ 4,500	\$ 4,500	\$ 4,500	WP permit fees
41990		Miscellaneous Permits	81,000	81,000	81,000	81,000	WP inspection permit fees
TOTAL REVENUE			\$ 83,700	\$ 85,500	\$ 85,500	\$ 85,500	
OPERATING							
51005		Consulting Fees	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	Various consulting costs
51200		Legal Fees	2,000	2,000	2,000	2,000	Various legal fees
58900		Indirect Cost Allocation	4,095	4,095	4,095	4,095	
TOTAL OPERATING			\$ 66,095	\$ 66,095	\$ 66,095	\$ 66,095	
TOTAL ENVIRONMENTAL SERVICES - INDUSTRIAL WASTE			\$ 66,095	\$ 66,095	\$ 66,095	\$ 66,095	
FUND/FUNCTION/PROJECT: 6200-5580							
REVENUE							
41990		Miscellaneous Permits	\$ 108	\$ 90	\$ 90	\$ 90	Fee for Service-Recycling Permit (Athens, Attan, Recycling Resources, SA Recycling)
43430		Construction & Demolition Fees	5,053	5,950	5,950	6,260	C&D Program, Small, medium, large reviews
46315		Integrated Waste Fee	738,000	850,000	850,000	908,000	Integrated Waste Management Fee applied to each trash service
46350		CRV Rebate	4,500	4,500	4,500	-	CRV & Glass Rebate, 80% share from Athens
46390		Waste Management - Other	-	-	-	-	
TOTAL REVENUE			\$ 747,661	\$ 860,540	\$ 860,540	\$ 914,350	
PERSONNEL SERVICES							
50010		Regular Full-Time Employees	\$ 107,904	\$ 168,297	\$ 168,297	\$ 151,391	PW Director - 11.5%, Environmental Services Manager - 35%, Senior Management Analyst - 15%, Management Analyst Trainee - 50%, Street Maintenance Worker III - 20%, Street Maintenance Foreman - 20%, Street Maintenance Worker II - 10%, (2) Street Maintenance Worker I - 10% each, Street Maintenance Worker II - 15%, Street Maintenance Worker II - 20%
50030		Overtime	10,000	10,000	10,000	9,000	PT salaries for CCU and Arbor Day events
50110		Medicare Contribution	1,710	2,406	2,406	2,172	
50130		PERS Contribution-Employer	12,391	18,904	18,904	15,811	PERS Employer - Contribution
50210		Group Health Insurance	1,934	3,267	3,267	2,732	
50230		Group Life Insurance	213	377	377	299	
50240		Group LTD Insurance	752	1,161	1,161	1,025	
50290		Group Flex Benefits	15,568	21,469	21,469	19,232	
50400		Workers Compensation	1,028	5,625	5,625	7,164	
TOTAL PERSONNEL SERVICES			\$ 151,500	\$ 231,506	\$ 231,506	\$ 208,826	



Enterprise Funds

FY 2022/23 Adopted Budget

Department Budget Cont.

ENVIRONMENTAL-WASTE MGMT			2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
OPERATING							
51005		Consulting Fees	-	-	48,192	-	
51200		Legal Fees	-	-	35,000	1,000	
51620		Special Events	70,729	29,532	4,904	21,350	Special Events Costs
52140		Hazardous Materials	60,000	50,000	50,000	50,000	Sharps container purchase, Sharps mail back program, Tire recycling, Battery recycling, 500 gallon oil tank, Miscellaneous hazard waste disposal, Hazmat materials, Fire extinguisher
52160		Recycling Collection	-	25,000	1,436	-	Recycling collection costs
52200		Telephone	1,880	1,880	1,880	1,880	Cost of telephone service
52990		Other Property Services	-	10,000	10,000	-	Shopping cart retrieval services
53100		Dues and Subscriptions	5,500	5,500	5,500	6,000	CRRA Membership, LA County RMDZ, Facility Dude/Mobile 311 PW Work Order System, CA Product Stewardship Council (CPSC)
53200		Training, Conferences and Meetings	2,300	2,300	2,300	2,550	So Cal Waste Mgmt Forum, SWANA annual conference, Haz-Wopper Training for ESTM, ESA, MAT
53300		Postage	600	600	600	600	Postage for organics outreach materials, CalRecycle mandates
53500		Promotion Advertising	5,650	11,000	11,000	11,000	Promotional advertising costs
53590		General Printing and Binding	6,500	6,500	6,500	6,500	Various: Business cards and general printing, copy paper charges, ES share of Xerox copier, printer cartridges
53600		Licenses and Taxes	300	300	300	300	DTSC EPA ID annual manifest verification fee
54000		Office Supplies	14,644	13,500	13,500	5,000	Office supplies as needed, 560 used oil containers, used oil filter exchange events - filter replacements, give-a-ways promoting ES conservation for Summer concert series, Compost bins.
54150		Promotion Supplies	21,250	21,250	11,250	18,000	Various promotional supplies
54990		General Supplies	4,000	4,000	4,000	4,000	Supplies as needed
55100		Buildings and Structures	-	75,000	101,000	20,000	DT Trash Enclosure Project (CIP)
55100	P2107	Buildings and Structures	100,000	-	-	-	
55200	P1902	Improvements-Not Bldgs/Structr	100,000	-	100,000	150,000	
58200		Public Works Administration	104,200	104,200	104,200	104,200	
58900		Indirect Cost Allocation	35,952	35,952	35,952	35,952	
TOTAL OPERATING			\$ 533,505	\$ 396,514	\$ 547,514	\$ 438,332	
TOTAL ENVIRONMENTAL SERVICES - WASTE MANAGEMENT			\$ 685,005	\$ 628,020	\$ 779,020	\$ 647,158	
FUND/FUNCTION/PROJECT: 6200-5590							
OPERATING							
53900		Depreciation Expense	\$ -	\$ -	\$ -	\$ -	
TOTAL OPERATING			-	-	-	-	
TOTAL ENV SRVCS WASTE MANAGEMENT - DEPRECIATION			\$ -	\$ -	\$ -	\$ -	
FUND/FUNCTION/PROJECT: 6200-5999							
OPERATING							
55201		Contra-Improve Other Than Bldg	\$ -	\$ -	\$ -	\$ -	
TOTAL OPERATING			-	-	-	-	
TOTAL ENV SRVCS WASTE MANAGEMENT - CONTRA EXP			\$ -	\$ -	\$ -	\$ -	
GRAND TOTAL ENVIRONMENTAL-WASTE MGMT REVENUES			\$ 980,739	\$ 1,104,570	\$ 1,104,570	\$1,165,360	
GRAND TOTAL ENVIRONMENTAL-WASTE MGMT EXPENSES			\$ 3,308,693	\$ 1,412,575	\$ 2,260,669	\$2,043,368	
NET BUDGET EXCESS (SHORTAGE)			\$ (2,327,954)	\$ (308,005)	\$ (1,156,099)	\$ (878,008)	



Enterprise Funds

FY 2022/23 Adopted Budget

Sanitary Sewer

The City sewer system includes 121 miles of public sanitary sewer and one sewer lift station. Personnel assigned to sewer maintenance clean and maintain the sewer system in compliance with the Sewer System Management Plan (SSMP), updated in 2014, in compliance with a formal order issued by the State Water Resources Control Board. The order requires every owner and operator of publicly owned sewer systems to develop and implement a system specific SSMP. This plan sets forth goals and actions to be followed and guidelines for various activities involved in managing, operating, maintaining, repairing, replacing, and expanding the sewer system. This includes cleaning all sewer lines annually, all hot spots monthly, and CCTV inspection of the entire sewer system every five years.

Department Budget

SANITARY SEWER			2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
FUND/FUNCTION/PROJECT: 6300-0000							
REVENUE							
47200		Interest on Investments	\$ -	\$ 90,000	\$ 90,000	\$ 48,000	
TOTAL REVENUE			\$ -	\$ 90,000	\$ 90,000	\$ 48,000	
FUND/FUNCTION/PROJECT: 6300-2700							
REVENUE							
45700		Sanitary Sewer	2,858,539	2,858,539	2,858,539	2,858,539	Sewer Assessments
48795		Connection Fees	-	-	-	90,000	
TOTAL REVENUE			\$2,858,539	\$2,858,539	\$2,858,539	\$2,948,539	
PERSONNEL SERVICES							
							City Manager - 3%, Ex Asst to the CM - 12.5%, PW Director - 11.5%, PW Manager - 65%, City Engineer - 40%, Management Analyst - 5%, Environmental Services Manager - 25%, Administrative Technician - 25%, Senior Management Analyst - 5%, Management Analyst Trainee - 15%, Street Maintenance Foreman - 70%, Street Maintenance Worker II - 20%, Street Maintenance Worker III - 20%, Street Maintenance Worker I - 80%, Street Maintenance Worker III - 100%, Street Maintenance Worker II - 80%, Street Maintenance Worker I - 80% each, Administrative Services Director - 3%, Finance Manager - 3%, Account Clerk I - 5%, Payroll Technician - 2%, (4) Account Clerk I - 1% each, HR Manager - 2%, Sr. Human Resources Analyst - 2%, Management Analyst Trainee - 2%, Various Education and Bilingual Pays, City Manager Car Allowance
50010		Regular Full-Time Employees	\$ 650,450	\$ 627,271	\$ 627,271	\$ 665,207	
50015		Regular Part-Time Employees	12,920	14,417	14,417	12,299	Various PW and Finance part-time staff
50030		Overtime	25,000	25,000	25,000	26,000	
50035		Compensation Time	-	-	-	-	
50040		Vacation Pay	-	-	-	-	
50110		Medicare Contribution	9,462	9,259	9,259	9,952	
50130		PERS Contribution-Employer	74,637	70,889	70,889	69,145	PERS Employer - Contribution
50131		PERS Unfunded Liability	150,721	145,025	145,025	34,367	
50210		Group Health Insurance	13,332	10,875	10,875	11,918	
50230		Group Life Insurance	1,632	1,521	1,521	1,408	
50240		Group LTD Insurance	4,538	4,360	4,360	4,496	
50290		Group Flex Benefits	97,002	80,037	80,037	89,432	
50400		Workers Compensation	35,171	30,876	30,876	35,791	
TOTAL PERSONNEL SERVICES			1,074,865	1,019,530	1,019,530	960,015	



Enterprise Funds

FY 2022/23 Adopted Budget

Department Budget Cont.

OPERATING							
51005		Consulting Fees	134,016	-	-	-	
51170		Property Tax Administrative	25,000	25,000	25,000	15,000	Various taxes and fees
51445		Regulatory Fees	5,000	5,000	5,000	5,000	State Water Resources Control Board: Annual required NPDES permit fee
51990		Other Professional Fees	-	-	12,197		
52120		Electric Utilities	750	750	750	750	Cost of electric utilities
52200		Telephone	7,000	7,000	7,000	5,000	Cost of telephone service
52400		Maint-Buildings/Structures	500	-	-	-	
52400	F2101	Maint-Buildings/Structures	14,500	-	-	-	
52410		Maint - Improvements Other	51,750	51,750	39,553	51,750	Sewer maintenance improvements
52420		Maint-Sewage Collection	75,000	75,000	75,000	75,000	Maintenance - sewer systems
52421		Maint-Sewer Coll-Public Agency	35,000	35,000	35,000	10,000	Sewer rate refunds
53100		Dues and Subscriptions	25,250	19,250	15,300	18,550	Various subscriptions and memberships
53210		Employee Training	10,000	10,000	10,000	10,000	Employee training (confined space, traffic control, hearing protection, hazwopper, etc.)
54000		Office Supplies	6,000	6,000	9,704	6,000	Office supplies
54430		Clothing and Equipment	9,500	9,500	9,500	9,500	Uniform contract, Boot allowance, City hats, etc.
54660		Chemical Supplies	3,000	3,000	3,000	3,000	Chemicals for sanitary sewer overflows
54680		Equipment Parts	10,000	18,000	18,000	18,000	Maintenance of vactor truck and camera
54850		Small Tool and Minor Equipment	9,235	10,000	10,000	10,000	General supplies, small tools, asphalt/concrete supplies
54990		General Supplies	11,500	11,500	11,500	11,500	Supplies for maintenance of sewer system
55100	P2019	Buildings and Structures	25,883	-	-	-	
55200		Improvements-Not Bldgs/Structr	-	50,000	50,000	-	Public Works Yard Pavement Project (CIP)
55310		Street Infrastructure	-	450,000	842,091	950,000	Rowland Ave Street Rehab Project (CIP), City Wide Street Rehab Project (CIP), Manhole Adjustment Project (CIP)
55310	P2010	Street Infrastructure	-	150,000	-	-	Citrus Ave Street Rehab Project (CIP)
55310	P2018	Street Infrastructure	150,000	-	-	-	
55310	P2102	Street Infrastructure	50,000	-	-	-	
55310	P2104	Street Infrastructure	200,000	-	-	-	
55310	W1902	Street Infrastructure	48,460	-	-	-	
55350		Sewage Collection System	75,500	1,250,000	2,118,274	1,100,000	Sewer Relief Line Project (CIP)
55350	P2107	Sewage Collection System	300,000	-	-	-	
55350	S2001	Sewage Collection System	739	-	-	-	
55350	S2002	Sewage Collection System	50,000	-	-	-	
55350	S2003	Sewage Collection System	56,638	-	-	-	
55350	S2101	Sewage Collection System	600,000	-	-	-	
55350	S2102	Sewage Collection System	150,000	-	-	-	
55350	S2103	Sewage Collection System	1,224,500	-	-	-	
55550		Motor Vehicles	546,429	-	-	-	
58200		Public Works Administration	156,300	156,300	156,300	156,300	
58290		Yard Center	11,000	11,000	11,000	11,000	
58900		Indirect Cost Allocation	493,549	402,024	402,024	511,729	
59170		Transfer-Internal Service	-	-	414,877		
59180		Transfer-Trust/Agency Fund	41,197	7,064	7,064	8,148	
TOTAL OPERATING			4,613,197	2,763,138	4,288,134	2,986,227	
TOTAL SANITARY SEWER			\$5,688,061	\$3,782,668	\$5,307,664	\$3,946,243	



Enterprise Funds

FY 2022/23 Adopted Budget

Department Budget Cont.

SANITARY SEWER			2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
FUND/FUNCTION/PROJECT: 6300-6390							
OPERATING							
53900		Depreciation Expense	\$ -	\$ -	\$ -	\$ -	
TOTAL OPERATING			-	-	-	-	
TOTAL SANITARY SEWER - DEPRECIATION			\$ -	\$ -	\$ -	\$ -	
FUND/FUNCTION/PROJECT: 6300-8000							
OPERATING							
56010		Bond Principal	-	-	-	76,722	
56050		Gen Obligation Bond	-	-	-	37,199	
56800		Fiscal Agent Fees	\$ 6,000	\$ -	\$ 3,950	\$ -	
TOTAL OPERATING			6,000	-	3,950	113,921	
TOTAL SANITARY SEWER - OBLIGATION			\$ 6,000	\$ -	\$ 3,950	\$ 113,921	
FUND/FUNCTION/PROJECT: 6300-8400							
OPERATING							
56010		Bond Principal	\$ 930,000	\$ 840,000	\$ 840,000	\$ 855,000	Bond Principal
56050		Bond Interest	518,531	186,055	186,055	168,768	Bond Interest
58900		Indirect Cost Allocation	29,139	29,139	29,139	29,139	
TOTAL OPERATING			1,477,670	1,055,194	1,055,194	1,052,907	
TOTAL SANITARY SEWER - DEBT SERVICE			\$ 1,477,670	\$ 1,055,194	\$ 1,055,194	\$ 1,052,907	
GRAND TOTAL SANITARY SEWER REVENUES			\$ 2,858,539	\$ 2,948,539	\$ 2,948,539	\$ 2,996,539	
GRAND TOTAL SANITARY SEWER EXPENSES			\$ 7,171,731	\$ 4,837,862	\$ 6,366,808	\$ 5,113,070	
NET BUDGET EXCESS (SHORTAGE)			\$ (4,313,192)	\$ (1,889,323)	\$ (3,418,269)	\$ (2,116,531)	



Internal Service

FY 2022/23 Adopted Budget

Department Overview

The Internal Service funds account for services provided to internal customers, the costs of which are allocated back to the users of the service.

Programs and Services

The five internal service operations of the City are:

- Building Maintenance
- Central Equipment
- Information Technology
- Workers Compensation
- Public Liability

Department Budget Summary

Program	Expenditure by Program			
	2020-2021 ACTUALS	2021-2022 ADOPTED BUDGET	2021-2022 PROJECTED	2022-2023 ADOPTED BUDGET
Building Maintenance	\$ -	\$ -	\$ -	\$ 824,700
Central Equipment	\$ (58,244)	\$ (60,390)	\$ 839,610	\$ 205,547
Information Technology	\$ (2,929)	\$ -	\$ 920,350	\$ 64,240
Workers Compensation	\$ (22,340)	\$ -	\$ 1,262,087	\$ 22,202
Public Liability	\$ -	\$ -	\$ 1,507,559	\$ 105,719
Total Expenditure	(83,513)	(60,390)	4,529,607	1,222,406



Internal Service FY 2022/23 Adopted Budget

Building Maintenance

Building Maintenance operations include all maintenance and improvement activities for all city facilities with the exception of the Police Department. Examples of building maintenance expenditures include the janitorial, air conditioning, janitorial, alarm monitoring, and elevator maintenance contracts. In addition, building maintenance staff provide in-house labor and material costs for repairs not covered by existing private contractors such as, building and repairing furniture, transporting and arranging furniture items, regular maintenance of light fixtures, clearing roof gutters, painting and other miscellaneous activities necessary for the proper maintenance of City facilities that are not covered by contracted services. Facility condition assessments were also prepared in FY 2022 for all City facilities to identify and prioritize capital improvements needed in subsequent years in order to enhance and preserve the City's physical infrastructure.

Department Budget

CIVIC CENTER		2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
FUND/FUNCTION: 1010-0930						
OPERATING						
52120	Electric Utilities	\$ 49,000	\$ 49,000	\$ 49,000	\$ -	Edison, Inc - Electricity costs
52220	Telephone	1,500	1,500	1,500	-	Cost of telephone service
52300	Janitorial	32,139	32,139	32,139	-	Cost of janitorial contract
52400	Maintenance-Buildings	22,000	20,200	20,200	-	Mechanical service maintenance, City Hall locks, paint supplies, monthly exterminating costs, small tools and equipment, sign tools, general supplies, office supplies, security access system maintenance, etc.
52490	Maintenance-Other Equip	11,000	21,600	21,600	-	Elevator maintenance, monthly fire sprinkler inspection, contingency, etc.
53450	Motor Pool	1,794	1,223	1,223	-	Motor Pool calculation
55200	Improvements-Not Bldgs/Structr	-	-	-	-	
TOTAL OPERATING		117,433	125,662	125,662	-	
TOTAL CIVIC CENTER						
		\$ 117,433	\$ 125,662	\$ 125,662	\$ -	



Internal Service FY 2022/23 Adopted Budget

Department Budget Cont.

BUILDING MAINTENANCE		2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
FUND/FUNCTION/PROJECT: 7020-6100						
REVENUE						
48900	Internal Service Charges	\$ -	\$ -	\$ -	\$ 854,596	
49110	Transfer-General Fund	-	-	-	1,000,000	
TOTAL REVENUE		\$ -	\$ -	\$ -	\$1,854,596	
PERSONNEL SERVICES						
50010	Regular Full-Time Employees	\$ -	\$ -	\$ -	\$ 130,701	
50015	Regular Part-Time Employees				99,105	
50030	Overtime	-	-	-	20,000	
50110	Medicare Contribution	-	-	-	3,872	
50130	PERS Contribution-Employer	-	-	-	14,137	
50210	Group Health Insurance	-	-	-	3,892	
50230	Group Life Insurance	-	-	-	382	
50240	Group LTD Insurance	-	-	-	904	
50290	Group Flex Benefits	-	-	-	33,405	
50400	Workers Compensation	-	-	-	13,547	
TOTAL PERSONNEL SERVICES		-	-	-	\$ 319,945	
OPERATING						
51800	Testing Fees	-	-	-	\$ 500.00	
51990	Other Professional Fees	-	-	-	161,900	
52120	Electric Utilities	-	-	-	102,107	
52130	Gas Utilities	-	-	-	593	
52200	Telephone	-	-	-	1,500	
52300	Janitorial	-	-	-	114,481	
52320	Lawn/Landscape Care	-	-	-	14,420	
52400	Maint-Buildings/Structures	-	-	-	64,200	
52490	Maint-Other Equipment	-	-	-	28,500	
53100	Dues and Subscriptions	-	-	-	1,500	
53210	Employee Training	-	-	-	3,000	
53450	Motor Pool Charges	-	-	-	10,150	
54430	Clothing and Equipment	-	-	-	6,100	
54850	Small Tool and Minor Equipment	-	-	-	1,000	
55100	Buildings and Structures	-	-	-	200,000	
TOTAL BUILDING MAINTENANCE OPERATING		-	-	-	\$ 709,951	
TOTAL BUILDING MAINTENANCE - RISK MGMT		\$ -	\$ -	\$ -	\$1,029,896	
GRAND TOTAL BUILDING MAINTENANCE REVENUES		\$ -	\$ -	\$ -	\$1,854,596	
GRAND TOTAL BUILDING MAINTENANCE EXPENDITURES		\$ -	\$ -	\$ -	\$1,029,896	
NET BUDGET EXCESS (SHORTAGE)		\$ -	\$ -	\$ -	\$ 824,700	



Internal Service FY 2022/23 Adopted Budget

Department Budget Cont.

YARD CENTER		2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
FUND/FUNCTION: 1010-2900						
REVENUE						
43600	Property Rental Fees	\$ 15,000	\$ -	\$ -	\$ -	Transit Vehicle Parking Revenue at City Yard
TOTAL REVENUE		\$ 15,000	\$ -	\$ -	\$ -	
PERSONNEL SERVICES						
50010	Regular Full-Time Employees	\$ 58,705	\$ 60,983	\$ 60,983	\$ -	Building Maintenance Worker - 80%, Park Maintenance Supervisor - 12.5%
50015	Regular Part-Time Employees	49,133	63,590	63,590	-	2 - Gen Maint Workers - 100%, 1 Gen Maintenance Worker - 75%
50030	Overtime	500	500	500	-	
50086	Longevity Pay	1,500	1,500	1,500	-	
50110	Medicare Contribution	1,551	1,838	1,838	-	
50130	PERS Contribution-Employer	6,741	6,941	6,941	-	PERS Employer - Contribution
50210	Group Health Insurance	1,455	1,631	1,631	-	
50230	Group Life Insurance	160	166	166	-	
50240	Group LTD Insurance	409	424	424	-	
50290	Group Flex Benefits	11,876	12,321	12,321	-	
50400	Workers Compensation	7,973	9,212	9,212	-	
TOTAL PERSONNEL SERVICES		140,003	159,106	159,106	-	
OPERATING						
52120	Electric Utilities	55,000	55,000	55,000	-	Edison, Inc - Electricity costs
52130	Gas Utilities	800	800	800	-	The Gas Company - Gas Costs
52200	Telephone	2,200	2,200	2,200	-	Cost of telephone service
52300	Janitorial	13,500	13,500	13,500	-	Contract for new janitorial vendor
52400	Maint-Buildings	11,000	11,000	11,000	-	Various maintenance and supplies pertaining to: HVAC, plumbing, mechanical, and yard building enhancements, contingency for mechanical failures, etc.
53100	Dues and Subscriptions	1,020	1,020	1,020	-	Various dues and subscriptions
53210	Employee Trainings	1,500	1,500	1,500	-	Various trainings/safety courses
53450	Motor Pool	7,561	6,422	6,422	-	Motor Pool calculation
54430	Clothing and Equipment	3,400	3,400	3,400	-	Employee uniform contract, City hats
54850	Small Tool and Minor Equipment	500	500	500	-	Tool and equipment purchases
54990	General Supplies	-	-	-	-	
55100	Buildings/Structures	3,000	-	-	-	
58900	Indirect Cost Allocation	13,256	22,083	22,083	-	
TOTAL OPERATING		112,737	117,425	117,425	-	
TOTAL YARD CENTER						
		\$ 252,740	\$ 276,531	\$ 276,531	\$ -	



Internal Service FY 2022/23 Adopted Budget

Central Equipment

The Central Equipment Operation Division provides maintenance for 105 City owned vehicles, including the Police Department, and over 90 pieces of small and heavy equipment used in the regular maintenance of City owned infrastructure. The Division also manages the City's fuel stations which provide Unleaded, Diesel, and Compressed Natural Gas (CNG) fuels for the City's vehicle fleet.

Department Budget

CENTRAL EQUIPMENT		2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
FUND/FUNCTION: 7010-6000						
PERSONNEL SERVICES						
50010	Regular Full-Time Employees	\$ 27,582	\$ 25,312	\$ 25,312	\$ 30,882	PW Director - 6.5%, PW Manager - 10%, Management Analyst - 5%
50015	Regular Part-Time Employees	4,200	4,200	4,200	3,997	
50110	Medicare Contribution	457	426	426	497	
50130	PERS Contribution-Employer	3,167	2,882	2,882	3,023	PERS Employer - Contribution
50131	PERS Unfunded Liability	61,743	63,539	63,539	11,063	
50210	Group Health Insurance	351	386	386	309	
50230	Group Life Insurance	39	41	41	38	
50240	Group LTD Insurance	192	179	179	209	
50290	Group Flex Benefits	2,801	2,636	2,636	2,421	
50400	Workers Compensation	302	200	200	1,351	
TOTAL PERSONNEL SERVICES		100,834	99,801	99,801	53,790	
OPERATING						
52200	Telephone	1,600	1,600	1,600	1,600	Cost of telephone service
52470	Maint-Office Equipment	3,250	3,250	3,250	3,250	Maintenance costs
53300	Postage	50	50	50	50	Postage costs
53590	General Printing and Binding	200	200	200	200	Printing and copying charges
54000	Office Supplies	3,000	3,000	3,000	2,000	Various office supplies purchases
58900	Indirect Cost Allocation	38,152	29,924	29,924	23,726	
TOTAL OPERATING		46,252	38,024	38,024	30,826	
TOTAL CENTRAL EQUIPMENT - ADMINISTRATION		\$ 147,085	\$ 137,825	\$ 137,825	\$ 84,617	
FUND/FUNCTION: 7010-6010						
REVENUE						
46400	Motor Pool Charges	\$ 232,682	\$ 282,823	\$ 282,823	\$ 357,022	Motor Pool charges
46430	Fuel Charges- Outside Sales	98,100	109,000	109,000	150,000	Fuel sales to various outside sources
48700	Gain-Sale of Property	-	-	-	-	
48900	Internal Service Charges	994,042	1,052,379	1,052,379	1,444,152	
48990	Other	-	-	788,200	-	
49110	Transfer-General Fund	-	-	211,800	-	
TOTAL REVENUE		\$1,324,824	\$1,444,203	\$2,444,203	\$1,951,174	
PERSONNEL SERVICES						
50010	Regular Full-Time Employees	\$ 238,680	\$ 228,353	\$ 228,353	\$ 175,750	Equipment Maintenance Supervisor - 100%, Equipment Foreman - 100%, Sr. Equipment Mechanic - 100%
50030	Overtime	15,000	15,000	15,000	15,000	
50086	Longevity Pay	-	-	-	3,500	
50110	Medicare Contribution	3,461	3,313	3,313	2,637	
50130	PERS Contribution-Employer	27,408	25,988	25,988	19,471	PERS Employer - Contribution
50210	Group Health Insurance	4,896	5,142	5,142	3,645	
50230	Group Life Insurance	540	540	540	360	
50240	Group LTD Insurance	1,664	1,593	1,593	1,212	
50290	Group Flex Benefits	39,960	39,960	39,960	31,440	
50400	Workers Compensation	17,416	16,792	16,792	12,888	
TOTAL PERSONNEL SERVICES		349,025	336,681	336,681	265,903	



Internal Service FY 2022/23 Adopted Budget

Department Budget Cont.

CENTRAL EQUIPMENT		2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
OPERATING						
52200	Telephone	5,000	5,000	5,000	5,000	Cost of telephone service
52450	Maint - Motor Vehicles	163,200	120,000	160,000	200,000	Various types of vehicle maintenance
52490	Maint - Other Equipment	30,000	9,000	9,000	9,000	Maintenance of shop equipment, parts/supplies
52640	Rentals-Motor Vehicles	22,000	55,997	55,997	55,000	Motor vehicle rentals, Lease - Dump Truck
53210	Employee Training	3,000	3,000	3,000	3,000	Automotive training, safety training
53600	Licenses and Taxes	3,500	3,500	3,500	3,500	Various fees for equipment
53610	Permits	7,000	7,000	7,000	7,000	SCAQMD fees, Air Resources Board; annual permits/taxes, SCAQMD; annual equipment permits/taxes, LA County Fire CUPA
54430	Clothing and Equipment	6,500	6,500	5,500	6,500	Employee uniforms, boot allowance, city hats
54610	Cleaning Supplies	400	400	400	400	Cleaning supplies for shop area
54620	Motor Fuels	308,000	325,000	425,000	500,000	Various: unleaded gas, diesel fuels
54630	Lubricants and Additives	6,180	6,180	6,180	6,500	General petroleum: lubricants and additives
54650	Shop Materials	7,000	7,000	5,500	7,000	General supplies
54670	Vehicle Parts	35,000	55,000	35,000	55,000	Various auto parts from vendors
54680	Equipment Parts	10,000	25,000	10,000	25,000	Various equipment parts from vendors
54690	Tires	25,000	25,000	25,000	25,000	Tires as needed
54850	Small Tool and Minor Equipment	8,000	9,000	6,500	9,000	Small tools/supplies from various vendors, CIP - Fleet Maintenance Equipment Replacement
55200	Improvements-Not Bldgs/Structr	-	50,000	50,000	50,000	Equipment improvements
55550	Motor Vehicles	79,669	150,000	150,000	200,000	(3) PD Vehicle Purchases
58290	Yard Center	75,354	75,354	75,354	75,354	
58900	Indirect Cost Allocation	92,155	92,155	92,155	152,854	
TOTAL OPERATING		886,958	1,030,086	1,130,086	1,395,108	
TOTAL CENTRAL EQUIPMENT - OPERATIONS		\$1,235,983	\$1,366,767	\$1,466,767	\$1,661,011	
FUND/FUNCTION: 7010-6090						
OPERATING						
53900	Depreciation Expense	\$ -	\$ -	\$ -	\$ -	
TOTAL OPERATING		-	-	-	-	
TOTAL CENTRAL EQUIPMENT - DEPRECIATION		\$ -	\$ -	\$ -	\$ -	
GRAND TOTAL CENTRAL EQUIPMENT REVENUES		\$1,324,824	\$1,444,203	\$2,444,203	\$1,951,174	
GRAND TOTAL CENTRAL EQUIPMENT EXPENDITURES		\$1,383,068	\$1,504,592	\$1,604,592	\$1,745,628	
NET BUDGET EXCESS (SHORTAGE)		\$ (58,244)	\$ (60,390)	\$ 839,610	\$ 205,547	



Information Technology

Information Technology (IT) is responsible for the overall information systems of the City including planning, budgeting, purchasing, special projects and conversions. IT is responsible for the following support services:

- City-wide Telecommunication Services
- Help Desk Support
- Strategic information technology planning

IT services are provided through a combination of in-house staff and supplemented with contract support staff as well as back up monitoring provided by Acorn Technology Corporation.

City-wide Telecommunication Services

Covina's IT program manages the networking needs of seven sites. Each site has a combination of routers, switches, internet service, and cabling that must be regularly maintained. In order for these sites to communicate efficiently, IT has created and manages a Wide Area Network (WAN) composed of a combination of fiber-optics and T1 circuits between each site. IT establishes and monitors the security of these systems to detect and prevent intrusions and other malicious attacks.

IT is also responsible for the city-wide telephone system, the City's cellular plan, and Covina Police Department's 911 dispatching center. The telephone system consists of approximately 200 handsets, five VOIP gateways, and a network of telecommunication lines to connect it together and to the public phone system. The City's cellular plan consists of 94 mobile devices including cell phones, smart phones, tables, and mobile hotspots.

IT works closely with other City departments, service providers, State and Federal Authorities to ensure our services are dependable, reliable, and secure.

GIS Enterprise Services

Covina's GIS Enterprise continues to improve the way that we plan for and manage our assets, serve our citizens and business community, make decisions, and communicate. IT is responsible for developing and maintaining the City's current GIS Application which includes geographical information on: Zoning, Planning, Storm Water Management, Police Services for 911 Dispatch and Records, Address/Land Management, Public Mailing Labels, Parcel Ownership, Housing Elements, Public Information for Customer Service, Internal/External Apps for mobile services, and the Rental Housing Inspection Program for which the City received the prestigious Helen Putnam Award. Some positive outcomes with Covina's GIS have allowed us to create GIS Applications for the city and discontinue several previously contracted program services.



Help Desk Support

IT provides wide variety of support and services to all City staff for all technology related equipment and peripherals, including desktop PC's, laptops, VoIP phones, MFP's, scanners, cameras, and all associated software. Servicing approximately 200 City employees, IT staff delivers excellent customer and effective support with a high regard for efficiency. Social Media, Television, and Website outlets are also managed by IT staff with regular updates, information, and programs being delivered via these mediums. Audio Video equipment setup, management, and staff training are also managed by IT. All technology used within the City is managed and supported by IT while also effectively researching new solutions that can contribute to increased productivity and efficiency of City operations.

Strategic Information Technology Planning

IT understands that the effective use of Information Technology can positively impact the way in which the City operates. The Strategic Information Technology Plan for the City of Covina directly supports the City's goals:

- Protect and enhance the City's financial health and stability
 - Protect the City's investment in computer systems and to ensure stable computer operations for the software that maintains the City's financial and mission critical records.
- Review and prioritize capital infrastructure needs and implement projects
 - IT supports the City's capital infrastructure goals by assisting departments in selecting, implementing, maintaining, or updating technologies that support infrastructure needs
- Develop and implement more effective communication and outreach with the community
 - Upgrade the web site with expanded interactive tools for citizen use and evaluating further E-government tools for our citizens.
- Maintain appropriate and essential public services in cost-effective manner
 - IT supports efficiency through technology enhancements that streamline operations.



Internal Service FY 2022/23 Adopted Budget

Department Budget

INFORMATION TECHNOLOGY		2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
FUND/FUNCTION/OBJECT: 7200-6200						
REVENUE						
48900	Internal Service Charges	1,415,481	1,181,505	1,181,505	1,247,986	
49110	Transfer- General Fund	-	-	889,381	-	
49160	Transfer - Enterprise Fund	-	-	110,619	-	
TOTAL REVENUE		\$1,415,481	\$1,181,505	\$2,181,505	\$1,247,986	
PERSONNEL SERVICES						
						City Manager - 20%, Deputy City Manager - 50%, Administrative Services Director - 10%, Information Technology Services Manager - 100%, IT Analyst - 100%, Various Education and Telecommunication Pays. City Manager Car Allowance
50010	Regular Full-Time Employees	\$ 320,940	\$ 329,690	\$ 329,690	\$ 353,885	
50040	Vacation Pay	-	-	-	-	
50110	Medicare Contribution	4,620	4,696	4,696	5,048	
50130	PERS Contribution-Employer	36,520	36,843	36,843	34,881	PERS Employer - Contribution
50131	PERS Unfunded Liability	73,748	83,897	83,897	17,612	
50210	Group Health Insurance	4,580	4,929	4,929	4,949	
50230	Group Life Insurance	510	507	507	486	
50240	Group LTD Insurance	2,230	2,260	2,260	2,426	
50290	Group Flex Benefits	29,190	35,845	35,845	42,444	
50400	Workers Compensation	2,929	2,984	2,984	14,389	
TOTAL PERSONNEL SERVICES		475,267	501,651	501,651	476,120	
OPERATING						
51005	Consulting Fees	200,000	200,000	200,000	200,000	IT contract services
						Quarterly Tyler Technologies contract, Tyler TCM Server, Laserfiche, MDM - Mobile Device Management, Social Media software, City Clerk Agenda Software, GIS Software, Deep Freeze/Winselect, Nearmap
51795	Software Lease Fees	237,240	242,634	242,634	254,834	Cost of telephone service
52200	Telephone	60,000	60,000	72,930	50,000	Printer contract and server maintenance, Xerox, Firewall, Server Protection, VMWare Support, SAN Support, Zoom Licenses, Barracuda Appliances, Storage Craft Backup
52200	Telephone - Police (7200-IT10)	10,000	8,000	8,000	8,000	inTime Payroll Software Annual Maintenance
52200	Telephone - Public Works (7200-IT20)	1,500	1,500	1,500	1,500	Motorola Annual Maintenance
52200	Telephone - Parks & Rec (7200-IT30)	3,000	2,200	2,200	2,200	Various dues and subscriptions
52200	Telephone - Teen Center (7200-IT32)	1,230	1,230	1,230	1,230	trainings
52480	Maint-Computer Hardware/Softwr	103,500	100,000	138,932	85,055	Postage costs
52480	Maint-Computer Hardware/Softwr (7200-IT10)	14,000	14,000	14,000	-	Computer supplies and City Hall wiring
52490	Maint-Other	25,000	25,000	25,000	-	Universal Power Supplies, Monitoring Software, Purchase of computers and monitors, portable air conditioner purchase for IT server room
53100	Dues and Subscriptions	7,590	7,590	7,590	7,590	
53200	Train/Conf/Mtg/Travel	-	4,100	4,100	2,200	
53210	Employee Training	10,000	-	-	-	
53300	Postage	100	100	100	100	
54030	Computer Supplies	3,500	2,000	2,000	2,000	
55700	Computer Hardware and Software	14,000	11,500	39,288	64,000	
55700	Computer Hardware and Software (7200-IT10)	252,483	-	-	-	
58900	Indirect Cost Allocation	-	-	-	28,917	
TOTAL OPERATING		943,143	679,854	759,504	707,626	
TOTAL IT - ADMINISTRATION		\$1,418,410	\$1,181,505	\$1,261,155	\$1,183,746	
GRAND TOTAL INFORMATION TECHNOLOGY REVENUES		\$1,415,481	\$1,181,505	\$2,181,505	\$1,247,986	
GRAND TOTAL INFORMATION TECHNOLOGY EXPENDITURES		\$1,418,410	\$1,181,505	\$1,261,155	\$1,183,746	
NET BUDGET EXCESS (SHORTAGE)		\$ (2,929)	\$ 0	\$ 920,350	\$ 64,240	



Internal Service FY 2022/23 Adopted Budget

Workers Compensation

The City of Covina Workers' Compensation program is managed by the Human Resources Director/Risk Manager. Overall claim administration and processing is provided through a contract with a third party administrator (TPA) firm, AdminSure, Inc. The number and severity of claims varies from year to year dependent upon work related injuries. The City averages 56 open claims with an average of 27 new work related injury claims reported per year.

Department Budget

WORKERS COMPENSATION		2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
FUND/FUNCTION: 7360-0860						
REVENUE						
48900	Internal Service Charges	\$ 933,232	\$ 896,328	\$ 896,328	\$ 1,121,131	
49110	Transfer-General Fund	50,660	-	2,207,980	-	
49110	Transfer-General Fund	-	-	311,107	-	
TOTAL REVENUE		\$ 983,892	\$ 896,328	\$ 3,415,415	\$ 1,121,131	
PERSONNEL SERVICES						
50010	Regular Full-Time Employees	\$ 74,870	\$ 78,316	\$ 78,316	\$ 115,373	City Manager - 10%, Finance Manager - 6%, HR Manager - 34%, Sr. Accountant - 3%, City Manager Car Allowance
50040	Vacation Pay	-	-	-	-	
50110	Medicare Contribution	1,080	1,086	1,086	1,608	
50130	PERS Contribution-Employer	8,450	8,500	8,500	11,418	PERS Employer - Contribution
50131	PERS Unfunded Liability	29,342	19,356	19,356	4,682	
50210	Group Health Insurance	880	945	945	1,066	
50230	Group Life Insurance	110	98	98	142	
50240	Group LTD Insurance	530	523	523	770	
50290	Group Flex Benefits	7,060	5,587	5,587	8,308	
50400	Workers Compensation	660	667	667	2,136	
50760	Tech Reimbursement	-	-	-	176	
TOTAL PERSONNEL SERVICES		122,982	115,078	115,078	145,679	
OPERATING						
51260	Workers Comp - Legal	45,000	65,000	62,750	65,000	Workers' Compensation Claims Legal Fees
51310	Workers Comp - Administrators	150,000	150,000	180,000	190,000	Monthly Third Party Administrator Fees
51325	Employee Assistance Fees	7,500	7,500	7,500	7,500	Employee Assistance Program
51330	Medical Fees	370,000	200,000	230,000	250,000	Workers Compensation Program Medical Fees
51890	Other Professional Fees	-	-	2,250	-	
53000	Liability Claims	220,000	250,000	1,447,000	250,000	Workers Compensation Liability Claims
53010	General Insurance	90,000	108,000	108,000	190,000	Excess Workers Compensation Insurance Premiums Through PRISM, Department of Industrial Relations Office of Self Insurance Plans (Annual License Assessment Fee)
53100	Dues and Subscriptions	150	150	150	150	PARMA Membership
53800	Bank Service Charges	300	300	300	300	Various bank servicing fees
54000	Office Supplies	300	300	300	300	Office supplies as needed
TOTAL OPERATING		883,250	781,250	2,038,250	953,250	
TOTAL WORKERS COMPENSATION (7370-0860)		\$ 1,006,232	\$ 896,328	\$ 2,153,328	\$ 1,098,929	
GRAND TOTAL WORKERS COMPENSATION REVENUES		\$ 983,892	\$ 896,328	\$ 3,415,415	\$ 1,121,131	
GRAND TOTAL WORKERS COMPENSATION EXPENDITURES		\$ 1,006,232	\$ 896,328	\$ 2,153,328	\$ 1,098,929	
NET BUDGET EXCESS (SHORTAGE)		\$ (22,340)	\$ -	\$ 1,262,087	\$ 22,202	



Internal Service FY 2022/23 Adopted Budget

Public Liability

The City of Covina's Public Liability program is administered and maintained by the Human Resources Manager. Liability claims are reviewed and investigated to determine liability, and subsequently denied or approved for payment. The City Manager approves claims between \$15,000 and \$25,000. City Council approval is required for claims in excess of \$25,000. The City receives an average of 40 claims per year. Subrogation efforts on behalf of the City are also managed by the Human Resources Department and are reflected in Public Liability.

Department Budget

PUBLIC LIABILITY		2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
FUND/FUNCTION/PROJECT: 7370-0870						
REVENUE						
43026	Property Damage Charges	\$ 85,000	\$ 85,000	\$ 85,000	\$ 85,000	
48900	Internal Service Charges	1,149,735	1,088,049	1,088,049	1,332,781	
49110	Transfer- General Fund	-	-	1,403,806	-	
49160	Transfer- Enterprise Fund	-	-	386,753	-	
TOTAL REVENUE		\$1,234,735	\$1,173,049	\$2,963,608	\$1,417,781	
PERSONNEL SERVICES						
50010	Regular Full-Time Employees	\$ 67,060	\$ 140,878	\$ 140,878	\$ 85,229	City Manager - 10%, HR Manager - 34%, Safety Coordinator - 100%, City Manager Car Allowance
50110	Medicare Contribution	960	2,004	2,004	1,178	
50130	PERS Contribution-Employer	7,560	15,717	15,717	8,249	PERS Employer - Contribution
50131	PERS Unfunded Liability	15,267	17,161	17,161	4,165	
50210	Group Health Insurance	730	2,571	2,571	901	
50230	Group Life Insurance	90	261	261	89	
50240	Group LTD Insurance	470	964	964	571	
50290	Group Flex Benefits	5,870	18,502	18,502	7,518	
50400	Workers Compensation	628	632	632	1,912	
TOTAL PERSONNEL SERVICES		98,635	198,690	198,690	109,812	
OPERATING						
51200	Legal Fees	400,000	300,000	300,000	300,000	Legal fees for liability claims
51890	Other Professional Fees	20,000	10,000	10,000	10,000	Liability Program Actuarial Report Services and other professional services
52200	Telephone	250	250	250	250	Cost of telephone service
52800	Damage to City Property	10,000	10,000	10,000	10,000	Damage to City Property claims
53000	Liability Claims	400,000	200,000	474,868	250,000	Liability claim payments
53010	General Insurance	304,200	452,809	460,941	630,500	PRISM & Alliant Insurance Renewals, Master Crime Program, Cyber Liability Program, Pollution Program
53210	Employee Training	1,000	1,000	1,000	1,000	
54000	Office Supplies	650	300	300	500	Office supplies as needed
TOTAL OPERATING		1,136,100	974,359	1,257,359	1,202,250	
TOTAL PUBLIC LIABILITY - RISK MGMT		\$1,234,735	\$1,173,049	\$1,456,049	\$1,312,062	
GRAND TOTAL PUBLIC LIABILITY REVENUES		\$1,234,735	\$1,173,049	\$2,963,608	\$1,417,781	
GRAND TOTAL PUBLIC LIABILITY EXPENDITURES		\$1,234,735	\$1,173,049	\$1,456,049	\$1,312,062	
NET BUDGET EXCESS (SHORTAGE)		\$ 0	\$ 0	\$1,507,559	\$ 105,719	



SACRA – Successor Agency to the Covina Redevelopment Agency FY 2022/23 Adopted Budget

Successor Agency to the Covina Redevelopment Agency

The Covina Redevelopment Agency was dissolved effective February 1, 2012, with the passage of AB X126. AB X126 provides that successor agencies be designated as successor entities to the former redevelopment agencies, and provides that, with certain exceptions, all authority, rights, powers, duties and obligations previously vested with the former redevelopment agencies, under the CRL, are vested in the successor agencies. By City Resolution 12-7041, dated January 11, 2012, the City Council of the City of Covina elected to become the Successor Agency to the Covina Redevelopment Agency (SACRA). The primary function of SACRA is to wind down the Agency.

With the dissolution of redevelopment agencies, the tax increment no longer flows to SACRA for redevelopment activities. The County of Los Angeles pass through funds sufficient to meet SACRA recognized obligations (“ROPS”) which are primarily debt service and other ongoing contractual obligations. Additionally, funding in the amount of \$250,000 is passed through to SACRA for administration expenses during the wind-down period.

After the dissolution, as part of the procedure, the SACRA Board approved a semi-annual ROPS schedule which was then forwarded to an Oversight Board, comprised of representatives from City, County, Labor and Education. The Oversight Board approved the ROPS prior to submission to the State of California Department of Finance (“DOF”), County Auditor Controller (“CAC”) and County Administrative Officer (“CAO”).

SACRA received a Finding of Completion from DOF on April 18, 2013, and submitted the Long Range Property Management Plan (LRPMP) for approval on September 24, 2013. The LRPMP was approved by DOF on July 31, 2014. The LRPMP outlines the disposition of Agency-owned properties.

SB 107, effective September 22, 2015, changed the deadline that the Countywide Oversight Board takes effect. Commencing July 1, 2018, all Oversight Boards for the various former redevelopment agencies in the County of Los Angeles has been consolidated into a single county-wide Oversight Board. [H&SC 34179 (j)]

Funding for ROPS is not considered approved until the DOF, who has the final say in these matters, approves and submits ROPS to CAC for disbursement.

SB 107 also allowed for an amendment process in the LRPMP to amend the Plan to allow for retention of parking facilities. [34191.3(b)]. On June 7, 2016, the Oversight Board adopted



SACRA – Successor Agency to the Covina Redevelopment Agency FY 2022/23 Adopted Budget

Resolution No. 16-56, a Resolution of the Oversight Board of the Successor Agency to the Covina Redevelopment Agency approving an Amended Long Range Property Management Plan designating the permissible use of the public parking lot, Lot 14, to be governmental use pursuant to the provisions of SB 107 and Health and Safety Code Section 34191.3 (B). A review by the State Department of Finance on August 12, 2016, did not approve the proposed amendment to the Long Range Property Management Plan, but approved the transfer of Lot 14 to the City for governmental use.

In Fiscal Year 2020/21, efforts were undertaken to dispose of additional properties in the LRPMP, as follows:

Successor Agency-Owned Parcels in the LRPMP

Parcel	Address	Description	Status June 2020
1	520-528 S. Citrus Avenue	Car Dealership	Sold
4	135 E. Badillo Street	Vacant land	Sold
6	8434-012-902	345 sf; Industrial Way	Sold
7	8422-001-901	6,260 sf Village Green and various SFR	Sold
8	8408-001-909	13,520 sf adjacent to Outback; KIR Covina LP	Sell/Transfer
10	8409-019-916	9,580 sf adjacent to Walmart; various SFR	Transfer

AB 1484 – Redevelopment Dissolution/Unwind Trailer Bill was approved by the State of California as part of its budget package in June 2012. This bill gives SACRA restricted use of Housing Funds previously not authorized under AB X126.

AB 471, signed into law on February 18, 2014, affects the ROPS process, revised the definition of “enforceable obligation” and made clarifying changes to the LRPMP.

AB 1963, approved July 18, 2014, made two changes to existing law, extending the date for DOF approval of the LRPMP, and repealing the requirement for the Controller to review assets that were transferred after Jan. 31, 2012.

Non-Housing Bonds Proceeds Funding Agreement

City Resolution 16-7467 and Successor Agency Resolution 16-034 approved the execution and delivery of a Non-Housing Bonds Proceeds Funding Agreement (Agreement) between the City and the Successor Agency. The resolutions were approved March 22, 2016, to take effect July 1,



SACRA – Successor Agency to the Covina Redevelopment Agency FY 2022/23 Adopted Budget

2016. The Agreement provided for the transfer of non-housing bond proceeds from the Successor Agency to the City of Covina, to be used consistent with bond covenants. In FY 2016/17, unspent proceeds of two bonds were authorized to be transferred, as follows:

- \$1,003,000 2002 Revenue Bonds Series A (refunded 2013)
- \$5,156,000 2004B Taxable Allocation Bonds Series B

At the time of transfer, the 2002 Bond available funds were \$704,789.52. This amount was transferred from Account S513000 to Account 20534400.

At the time of transfer, the 2004B Taxable Allocation Bonds available funds were \$5,156,072.26. This amount was transferred from Account S514000 to Account 20554400.

Primary goals for the coming fiscal year, in SACRA include:

- Maintain timely payment of debt service and other contractual obligations.
- Dispose of properties not under a contractual obligation.

Department Budget Summary

Expenditure by Program

Program	2020-2021	2021-2022	2021-2022	2022-2023
	ACTUALS	ADOPTED BUDGET	PROJECTED	ADOPTED BUDGET
SACRA (RORF): S300	\$ 37,153	\$ 49,749	\$ 49,749	\$ 21,084
SACRA Project Area 1 Admin: S511	\$ -	\$ -	\$ -	\$ 2,947,067
SACRA Land Proceeds - PA 1&2: S531	\$ (271,835)	\$ (351,146)	\$ (351,146)	\$ (3,293,279)
SACRA Administration: SADM-4400	\$ -	\$ -	\$ -	\$ -
Total Expenditure (Shortage)	\$ (234,682)	\$ (301,397)	\$ (301,396)	\$ (325,128)



SACRA – Successor Agency to the Covina Redevelopment Agency FY 2022/23 Adopted Budget

Department Budget

SUCCESSOR AGENCY			2021 ACTUALS	2022 ADOPTED BUDGET	2022 PROJECTED	2023 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
SACRA REDEVELOPMENT OBLIGATION RETIREMENT FUND (RORF) FUND/FUNCTION/PROJECT: S300							
REVENUE							
40198		County Pass-Through	\$ 5,266,651	\$ 3,064,695	\$ 3,064,695	\$ 2,968,151	RPTTF 21-22A & RPTTF 21-22B
TOTAL REVENUE			\$ 5,266,651	\$ 3,064,695	\$ 3,064,695	\$ 2,968,151	
TRANSFERS/OTHER USES							
59181		Transfer to SACRA	\$ 5,229,498	\$ 3,014,946	\$ 3,014,946	\$ 2,947,067	RPTTF Funding for ROPS expenditures
TOTAL TRANSFERS/OTHER USES			5,229,498	3,014,946	3,014,946	2,947,067	
TOTAL SACRA REDEV OBLIGATION RETIREMENT FUND S300			\$ 5,229,498	\$ 3,014,946	\$ 3,014,946	\$ 2,947,066.50	
SACRA PROJECT AREA 1 ADMIN FUND/FUNCTION/PROJECT: S511							
REVENUE							
49181		Transfer from SACRA RORF	\$ -	\$ -	\$ -	\$ 2,947,067	
TOTAL REVENUE			\$ -	\$ -	\$ -	\$ 2,947,067	
OPERATING REDEVELOPMENT AND HOUSING							
52710		Operation of Acquired Property	\$ -	\$ -	\$ -	\$ -	
TOTAL OPERATING REDEVELOPMENT AND HOUSING			-	-	-	-	
TOTAL SACRA PROJECT AREA 1 ADMIN S511			\$ -	\$ -	\$ -	\$ -	
SACRA LAND PROCEEDS - PA 1&2 FUND/FUNCTION/PROJECT: S531							
REVENUE							
47200		Interest on Investments	\$ -	\$ -	\$ -	\$ -	
47500		Unrealized Gain (Loss) - Investment	-	-	-	-	
49181		Transfer from SACRA RORF	4,979,498	3,014,946	3,014,946	-	Transfer from RPTTF Fund
43600		Property Rental Fees	-	-	-	-	
47200		Interest on Investments	-	-	-	-	
49700		Sale of Property Proceeds	-	-	-	-	
49550		Gain (Loss) on Bond Refunding	-	-	-	-	
49590		Premium on Bond	-	-	-	-	
TOTAL REVENUE			\$ 4,979,498	\$ 3,014,946	\$ 3,014,946	\$ -	
PERSONNEL SERVICES							
50010		Regular Full-Time Employees	\$ -	\$ -	\$ -	\$ -	
TOTAL PERSONNEL SERVICES			-	-	-	-	
OPERATING REDEVELOPMENT AND HOUSING							
51205		Redevelopment and Legal Fees	140,000	60,000	60,000	63,000	LRPMP Property Disposition
52710		Operation of Acquired Property	15,000	-	-	-	
53990		Other	-	-	-	-	
TOTAL OPERATING REDEVELOPMENT AND HOUSING			\$ 155,000	\$ 60,000	\$ 60,000	\$ 63,000	
DEBT SERVICE							
56050		Bond Interest	-	-	-	-	
56010		Bond Principal	2,485,979	2,630,000	2,630,000	2,765,000	Bond Principal
56050		Bond Interest	499,091	347,849	347,849	211,679	Bond Interest
56800		Fiscal Agent Fees	3,600	3,600	3,600	3,600	
TOTAL DEBT SERVICE			\$ 2,988,670	\$ 2,981,449	\$ 2,981,449	\$ 2,980,279	
TRANSFERS/OTHER USES							
59110		Transfer - General Fund From SACRA	2,107,663	324,643	324,643	250,000	SERAF Loan from Housing 2010 Fund & City Loan
59181		Transfer to SACRA	-	-	-	-	
TOTAL TRANSFERS/OTHER USES			\$ 2,107,663	\$ 324,643	\$ 324,643	\$ 250,000	
TOTAL SACRA LAND PROCEEDS - PA 1&2 S531			\$ 5,251,333	\$ 3,366,092	\$ 3,366,092	\$ 3,293,279	



SACRA – Successor Agency to the Covina Redevelopment Agency FY 2022/23 Adopted Budget

Department Budget Cont.

SACRA ADMINISTRATION FUND/FUNCTION/PROJECT: SADM							
REVENUE							
49181		Transfer from SACRA RORF	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	expenses
TOTAL REVENUE			\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	
PERSONNEL SERVICES							
							City Manager - 4%, Community Development Director - 5%, Management Analyst (Housing) - 5%, Administrative Services Director - 15%, Finance Manager - 3%, Senior Accountant - 20%, Senior Accountant - 10%, Sr. Management Analyst (Finance) - 6%, Various Education, Bilingual, Car Allowance, and Telecommunication Allowance Pays
50010		Reg Full-Time Employees	\$ 131,590	\$ 111,932	\$ 111,932	\$ 117,478	
50015		Part-Time Employees	-	29,710	29,710	12,861	
50040		Vacation Pay	-	-	-	-	
50110		Medicare Contribution	1,880	2,023	2,023	1,693	
50130		PERS Contribution-Employer	14,800	12,449	12,449	11,395	
50131		PERS Unfunded Liability	29,887	28,348	28,348	5,754	
50210		Group Health Insurance	1,790	2,003	2,003	1,946	
50230		Group Life Insurance	210	212	212	193	
50240		Group LTD Insurance	910	771	771	800	
50290		Group Flex Benefits	14,370	13,586	13,586	13,087	
50400		Workers Compensation	578	622	622	2,601	
50900		Pension Obligation Bond Allocation	-	-	-	28,524	
TOTAL PERSONNEL SERVICES			\$ 196,015	\$ 201,656	\$ 201,656	\$ 196,331	
OPERATING							
51005		Consulting Fees	15,000	15,000	15,000	20,000	and obligations
51205		Redevelopment Legal Fees	30,000	25,059	25,059	25,000	SA legal fees
52200		Telephone	1,349	649	649	784	Telephone expenses
53050		Surety Insurance	250	250	250	302	Insurance expenses
53100		Dues and Subscriptions	165	165	165	199	Cost of participation in organizations to stay current with issues related to SA
53200		Conference and Meetings	300	300	300	362	Expenses for conferences and meetings
53300		Postage	15	15	15	18	Postage expenses
53400		Travel Expense	50	50	50	60	Reimburse travel expenses incurred
53800		Bank Service Charges	250	250	250	302	Bank service charges
54000		Office Supplies	175	175	175	211	Office supplies
55200		Improvements-Not Bldgs/Structr	-	-	-	-	
58900		Indirect Cost Allocation	6,431	6,431	6,431	6,431	
TOTAL OPERATING			53,985	48,344	48,344	53,669	
TOTAL SACRA ADMINISTRATION			\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	
TOTAL SACRA			\$ 10,730,831	\$ 6,631,037	\$ 6,631,037	\$ 6,490,345	



Capital Improvement Program

Department Overview

The Capital Improvement Program (CIP) is a projection of the City's capital investments over a five-year period. The CIP is a fiscal and planning tool that allows the City to monitor all capital project costs, funding sources, departmental responsibilities, and timing. Each year, the CIP will be reviewed within the context of ongoing city, county, state and federal planning programs and policies. Capital investments involve major City projects that produce outputs having long and useful life spans.

The CIP, as approved by the City Council on May 17, 2022 includes five years, FY 2023-2027, of projected capital needs, totaling \$120,337,841. The City Council has authorized funding for the first year of the program, FY 2023, totaling \$19,127,591. The remaining four years of the CIP will serve as a financial plan for ongoing capital investments. The financial plan will be reviewed each year as the CIP is updated and prepared.

Programs and Services

The CIP includes projects and funding sources in the following eight (8) categories:

- Public Works/Engineering Department
- Sewer Department
- Water Department
- Environmental Department
- City Facilities/Properties
- Park and Recreation Department
- Transportation

Budget Overview and Significant Changes

Several large capital improvement projects are scheduled to be constructed or initiated in FY 2023 including; Metrolink Pedestrian Bridge Project, the Front Street Water Main Installation Project, Pavement Management Project, Covina Skate Park Project, Cougar Park Parking Improvement Project, and Covina Recreation Village Project Phase II.

RESOLUTION CC 2022-54

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, ADOPTING THE FISCAL YEAR 2023-2027 CAPITAL IMPROVEMENT PROGRAM AND ADOPTING THE FISCAL YEAR 2022-2023 CAPITAL IMPROVEMENT PROGRAM BUDGET

WHEREAS, the City Council has given careful consideration to the Proposed Fiscal Year 2022-2023 CIP Budget; and

WHEREAS, the total budget appropriations, as adjusted where required, are incorporated herein by reference; and

WHEREAS, there are funds within this budget document that are for specific purpose and appropriations of those funds will comply with accounting principles and governing rules of the funding sources; and

WHEREAS, on April 12, 2022, the Covina Planning Commission found the CIP consistent with the City's General Plan in accordance with Government Code Section 65401.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. Adoption of this CIP is categorically exempt from environmental review under the California Environmental Quality Act (CEQA). Pursuant to Section 15262 of the State Guidelines for Implementation of CEQA, a project involving only feasibility or planning studies for possible future actions, which actions the City Council has not approved, adopted, or funded, does not require preparation of an EIR or Negative Declaration, but does require consideration of environmental factors. In reviewing this Program and conducting public hearings on it, the City Council has considered relevant environmental factors. This City Council, as the lead agency for environmental review, pursuant to CEQA and the Guidelines promulgated thereunder (collectively CEQA), has reviewed the scope and nature of this Capital Improvement Program and has concluded that the planning and prioritization process comprising this activity is not a project pursuant to CEQA because it does not order or authorize the commencement of any physical or other activity that would directly or indirectly have a significant effect upon the environment. The Capital Improvement Program merely establishes a listing of priority and allocates funds for the City to commence the necessary planning studies, including review pursuant to CEQA, at a future unspecified date. The future planning studies will be conducted at the earliest possible time so as to ensure thorough review pursuant to CEQA. Recognizing that the protection of the environment is a key factor in the quality of life within the City of Covina and to further the City's strict adherence to both the spirit and letter of the law as regards to CEQA, this City Council has also considered this Capital Improvement Program as if it were a Project pursuant to CEQA. Reviewing this Program as a Project, this City Council concludes the Project would be exempt from review under CEQA, both pursuant to Section 15061(b)(3) and to the categorical exemption set forth in Section 15262 of CEQA. Section 15061(b)(3) would apply because it can be seen with certainty that this prioritizing and fund allocation program cannot and does not have the potential to cause a significant effect on the environment. No physical activity will occur until all required

CEQA review is conducted at the time the physical improvements prioritized in the Program are undertaken. Section 15262 provides a categorical exemption to actions that are feasibility or planning studies related to possible future actions. This Council is aware of and has considered the current and relevant environmental factors as an integral component of the review of this Program. This Council, as lead agency, hereby determines and decides that the exemption provided in both Sections 15061(b)(3) and 15262 apply in the event this is deemed a Project pursuant to CEQA.

SECTION 2. The City Council hereby adopts the Fiscal Year 2023-2027 CIP and the Fiscal Year 2022-2023 CIP Budget, which documents are on file in the office of the City Clerk of the City of Covina, incorporated herein by reference, and hereby appropriates funds in the City of Covina Fiscal Year 2022-2023 CIP Budget, and the City Manager is authorized to implement the same.

SECTION 3. The City Clerk shall certify to the passage and adoption of this resolution and shall enter the same in the Book of Original Resolutions.

APPROVED and PASSED this 17th day of May, 2022.

City of Covina, California

BY: _____
PATRICIA CORTEZ, Mayor

ATTEST:

GEORGIANNA NICOLE ALVAREZ
Chief Deputy City Clerk

CERTIFICATION

I, Georgianna Nicole Alvarez, Chief Deputy City Clerk of the City of Covina, do hereby certify that Resolution CC 2022-54 was duly adopted by the City Council of the City of Covina at a regular meeting held on the 17th day of May, 2022, by the following vote:

AYES: COUNCIL MEMBERS:
NOES: COUNCIL MEMBERS:
ABSTAIN: COUNCIL MEMBERS:
ABSENT: COUNCIL MEMBERS:

Dated:

GEORGIANNA NICOLE ALVAREZ,
Chief Deputy City Clerk



CITY OF COVINA CAPITAL IMPROVEMENT PROGRAM FISCAL YEAR 2023-2027									
Item	Project Title	Project Location	Funding Source ⁽¹⁾	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	Tentative
ENGINEERING									
1	Grand Avenue Street Improvements Project	San Bernardino Road to Southerly City Limit	Gas Tax, Prop C, STPL	\$ 1,942,710					
2	Vincent Avenue Rehabilitation Project	From Badillo Street to Northerly City Limit	Prop C			\$ 1,500,000			
3	Pavement Management Program	City Wide	TIF, Gas Tax	\$ 55,000		\$ 60,000		\$ 60,000	
4	Badillo Street Resurfacing Project	From Azusa Avenue to Lark Allen Avenue	Measure M, Gas Tax		\$ 2,000,000				
5	Street Residential Resurfacing Project	City Wide	Gas Tax, Prop C, R,	\$ 500,000	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000	
6	Rowland Avenue Street Rehabilitation Project	Grand Avenue to Citrus Avenue	SB-1	\$ 1,360,881					
7	Barranca Avenue Street Rehabilitation Project - Phase I	From Northerly City Limit to San Bernardino Road	SB-1		\$ 1,500,000				
8	Miscellaneous Concrete Repair Project	City Wide	Gas Tax		\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	
9	Traffic Signal Upgrade Project	City Wide	Gas Tax, Prop C, R, TIF	\$ 500,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	
10	Traffic Calming Improvements Project	City Wide	Measure M	\$ 30,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	
11	San Bernardino Avenue Street Rehabilitation Project - Phase I	From Vincent Avenue to Azusa Avenue	Measure M & Prop C				\$ 2,000,000		
12	San Bernardino Avenue Street Rehabilitation Project - Phase II	From Hollenbeck to Citrus Avenue	Measure M & Prop C			\$ 800,000			
13	San Bernardino Avenue Street Rehabilitation Project - Phase III	From Citrus Avenue to Grand Avenue	Measure M & Prop C					\$ 1,500,000	
14	Workman Avenue Street Rehabilitation Project	From Citrus Avenue to Hollenbeck Avenue	Measure M & Sewer	\$ 600,000					
15	Workman Street Street Rehabilitation Project - Phase II	From Citrus Avenue to Barranca Avenue	Measure M & Prop C		\$ 850,000				
16	Glendora/Grand Avenue Sustainable Multimodal Improvement Project	Glendora/Grand Avenue	Grants	\$ 1,100,000					
17	Median Beautification Project	City Wide	Prop C, Measure M, Measure W		\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	
18	City Wide Tree Planting Project	City Wide	Gas Tax		\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	
	Total			\$ 6,088,591	\$ 5,900,000	\$ 3,910,000	\$ 3,550,000	\$ 3,110,000	



CITY OF COVINA CAPITAL IMPROVEMENT PROGRAM FISCAL YEAR 2023-2027									
Item	Project Title	Project Location	Funding Source ⁽¹⁾	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	Tentative
WATER									
19	Front Street Water Main Installation Project	From Citrus Avenue to Second Avenue	Water	\$ 600,000					
20	Fenimore Avenue, Loma Vista & Calvados Avenue Water Main Replacement Project	From Rowland Avenue to Workman	Water	\$ 1,250,000					
21	Edna Place Pipe Improvements Project	Cypress St East of Grand Ave and West of Glendora Ave	Water			\$ 6,000,000			
22	Navilla and Forestdale Main Replacement Project	From Puente Street to Rowland Avenue and From Grand to Barranca Avenue	Water				\$ 5,000,000		
23	Azusa Avenue Main Installation Project	From San Bernardino to Edna Place	Water					\$ 2,500,000	
24	Rowland Avenue Water Service Replacement Project	From Citrus Avenue to Grand Avenue	Water	\$ 500,000					
25	Fourth Avenue Water Main Replacement Project	From Badillo Street to San Bernardino Road	Water		\$ 1,000,000				
26	Cypress Avenue Water Main Replacement Project	From Citrus Avenue to Barranca Avenue	Water					\$ 4,000,000	
27	Badillo Street Water Main Replacement Project	From Azusa Avenue to Lark Allen Avenue	Water		\$ 1,500,000			\$ 2,000,000	
28	San Joaquin Road and Rambling Road Main Replacement	From Covina Hills to Navilla Place	Water				\$ 4,000,000		
Total				\$ 2,350,000	\$ 2,500,000	\$ 6,000,000	\$ 9,000,000	\$ 8,500,000	
PARKS AND RECREATION									
29	Kelby Park Improvement Project	Kelby Park	Unfunded					\$ 1,500,000	
30	Hollenbeck Park Improvement Project	Hollenbeck Park	Grants		\$ 1,200,000				
31	Covina Park Master Plan	City Wide	Park Impact Fees	\$ 39,000					
32	Covina Skate Park Project	Wingate Park	Measure CC, Sewer	\$ 1,000,000					
33	Covina Park Aquatic Center	Covina Park	Unfunded				\$ 1,000,000		
34	Cougar Park Parking Improvement Project	Cougar Park	Measure W, Prop 68	\$ 300,000					
Total				\$ 1,339,000	\$ 1,200,000	\$ -	\$ 1,000,000	\$ 1,500,000	



CITY OF COVINA CAPITAL IMPROVEMENT PROGRAM FISCAL YEAR 2023-2027									
Item	Project Title	Project Location	Funding Source ⁽¹⁾	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	Tentative
FACILITIES									
35	City Facility Renovation Project	Civic Center	Measure CC	\$ 500,000					
36	City Hall Engineering Department Office Renovation Project	City Hall - Engineering	Environmental	\$ 50,000					
37	PD Generator Installation Project - Design	Police Department	Building Maintenance	\$ 100,000	\$ 500,000				
38	PD Locker Room Renovation Project - Design	Police Department	Building Maintenance	\$ 100,000	\$ 800,000				
39	Covina Recreation Village Project Phase II	Covina Recreation Village (Citrus Avenue)	Grants	\$ 3,000,000	\$ 5,000,000	\$ 5,000,000	\$ 5,000,000	\$ 5,000,000	
40	Fuel Tank Rust Restoration and Repair Project	City Yard	Central Equipment	\$ 50,000					
41	Incubator Co Working Space Project	401 N Citrus Avenue	Measure CC and Building Maintenance	\$ 400,000					
	Total			\$ 4,200,000	\$ 6,300,000	\$ 5,000,000	\$ 5,000,000	\$ 5,000,000	
SEWER									
42	Manhole/Trench Adjustment Project	City Wide	Sewer	\$ 150,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	
43	Sewer Relief Line Project	City Wide	Sewer	\$ 750,000	\$ 1,200,000	\$ 800,000	\$ 800,000	\$ 800,000	
44	Sewer Repair Lines Project	City Wide	Sewer		\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	
45	CCTV Inspection Project	City Wide	Sewer		\$ 500,000				
	Total			\$ 900,000	\$ 2,250,000	\$ 1,350,000	\$ 1,350,000	\$ 1,350,000	
TRANSPORTATION									
46	Quiet Zone Implementation Project	Railroad Xing	Prop A	\$ 500,000	\$ 500,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	
47	Metrolink Pedestrian Bridge Project	Front Street to Covina Village	Grants	\$ 3,500,000	\$ 600,000				
48	Bus Shelter Installation Project	City Wide	Prop A	\$ 100,000					
	Total			\$ 4,100,000	\$ 1,100,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	
ENVIRONMENTAL									
49	DT Trash Enclosure Improvement Project - Phase III	DT - 100 Block of N. Citrus Avenue	Environmental	\$ 150,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	
50	Frontage Median Bioswale Installation Project	Arrow Highway	Environmental		\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	
51	Wingate Park EWMP Project	935 N Glendora Avenue	Environmental		\$ 14,260,168	\$ 8,080,082			
	Total			\$ 150,000	\$ 14,510,168	\$ 8,330,082	\$ 250,000	\$ 250,000	

Grand Total \$ 19,127,591 \$ 33,760,168 \$ 25,590,082 \$ 21,150,000 \$ 20,710,000

Downtown District

Department Overview

City Council has previously established the Downtown Business Area Enhancement District (the “BAED”), created pursuant to the Parking and Business Improvement Area Law of 1989 (California Streets and Highways Code, Sections 36500 et seq.)

Programs and Services

The types of improvements and activities to be funded by the levy of assessments on the businesses in the BAED may include, but are not limited to, the following:

- safety and security programs
- parking facilities
- benches
- trash receptacles
- street lighting
- decorations
- parks
- fountains
- business promotion
- other improvements and activities which confer special benefits upon the businesses for which the improvements and activities are provided

Budget Overview

DOWNTOWN DISTRICT		2021 ACTUAL	2022 ORIGINAL	2022 PROJECTED	2023 ADOPTED	EXPLANATION/JUSTIFICATION
DOWNTOWN DISTRICT FUND/FUNCTION: 8186-0000						
OPERATING						
53990	Other	\$0	\$0	\$0	\$0	
TOTAL OPERATING		\$0	\$0	\$0	\$0	
TOTAL DOWNTOWN DISTRICT (8186-0000)		\$0	\$0	\$0	\$0	
DOWNTOWN DISTRICT FUND/FUNCTION: 8186-7700						
REVENUE						
40540	Business Registration Downtown	\$10,000	\$9,000	\$9,000	\$9,000	
TOTAL REVENUE		\$10,000.00	\$9,000.00	\$9,000.00	\$9,000.00	
OPERATING						
53540	Legal Notices and Publications	\$150	\$150	\$150	\$150	
53990	Other	\$9,850	\$8,850	\$8,850	\$8,850	
TOTAL OPERATING		\$10,000	\$9,000	\$9,000	\$9,000	
TOTAL DOWNTOWN DISTRICT		\$10,000.00	\$9,000.00	\$9,000.00	\$9,000.00	

Prospero Park

Department Overview

In February 2001, the City of Covina, in cooperation with the Prospero Park Owners Association (PPOA), established a Prospero Park Business Area Enhancement District (Ordinance No. 01-1875) pursuant to the Parking and Business Improvement Area Law of 1989. The boundaries of the BAED include all apartment buildings south of San Bernardino Road, north of Badillo Street, east of Barranca Avenue and west of Forestdale Avenue.

Each business in the BAED has been assessed a fee of \$125 per year, through the City's business license fee collection process, to be used to provide maintenance and upkeep to the common areas.

Programs and Services

Prospero Park Services:

- Graffiti Removal
- Benches
- Trash receptacles
- Parking facilities
- Parks
- Fountains
- Promotion of public events which benefit business in the area and which take place on or in public places within the area
- Semi-Annual owner meeting at the Covina Library

Budget Overview

PROSPERO PARK DISTRICT		2021 ACTUAL	2022 ORIGINAL	2022 PROJECTED	2023 ADOPTED	EXPLANATION/JUSTIFICATION
PROSPERO PARK DISTRICT FUND/FUNCTION: 8187-0000						
REVENUE						
40550	Business Registration Prospero	\$5,875	\$5,625	\$5,625	\$5,625	
TOTAL REVENUE		\$5,875	\$5,625	\$5,625	\$5,625	
OPERATING						
53540	Legal Notices and Publications	\$150	\$150	\$150	\$150	
53990	Other	\$5,725	\$5,475	\$5,475	\$5,475	
TOTAL OPERATING		\$5,875	\$5,625	\$5,625	\$5,625	
TOTAL PROSPERO PARK DISTRICT		\$5,875.00	\$5,625.00	\$5,625.00	\$5,625.00	

Other Post-Employment Benefits (OPEB) Trust

Department Overview

The adoption of Resolution 14-7229 established a Section 115 Trust administered by Public Agency Retirement Services (PARS) with the intention of setting aside funds to mitigate the OPEB liability and to ensure adequate resources for future payments.

Programs and Services

This trust is responsible for benefits provided to retirees, other than pension benefits:

- Medical
- Dental
- Vision
- Life Insurance
- Long-term care

Budget Overview

OPEB TRUST		2021 ACTUAL	2022 ORIGINAL	2022 PROJECTED	2023 ADOPTED	EXPLANATION/JUSTIFICATION
OPEB TRUST FUND/FUNCTION: T800-0000						
REVENUE						
47200	Interest on Investments	\$18,000	\$32,000	\$32,000	\$20,000	
49110	Transfer-General Fund	\$0	\$66,764	\$66,764	\$0	
TOTAL REVENUE		\$18,000	\$98,764	\$98,764	\$20,000	
OPEB TRUST FUND/FUNCTION: T800-0800						
REVENUE						
49110	Transfer-General Fund	\$326,557	\$0	\$0	\$66,153	
49160	Transfer-Enterprise Fund	\$173,443	\$33,236	\$33,236	\$33,847	
TOTAL REVENUE		\$500,000	\$33,236	\$33,236	\$100,000	
OPERATING						
51110	Investment Management Fees	\$2,500	\$2,500	\$2,500	\$6,700	
TOTAL OPERATING		\$2,500	\$2,500	\$2,500	\$6,700	
TOTAL OPEB TRUST		\$2,500.00	\$2,500.00	\$2,500.00	\$6,700.00	

RESOLUTION CC 2022-53

A JOINT RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA/COVINA PUBLIC FINANCING AUTHORITY/COVINA HOUSING AUTHORITY ADOPTING THE CITY OF COVINA FISCAL YEAR 2022-23 BUDGET

WHEREAS, the City Manager presented a Proposed Fiscal Year 2022-23 Budget to the City Council; and

WHEREAS, the City Council has given careful consideration to the Proposed Fiscal Year 2022-23 Budget; and

WHEREAS, City staff is directed to prepare and publish an Approved Fiscal Year Budget document to include changes approved by the City Council for the forthcoming fiscal year; and

WHEREAS, the City Manager is responsible to implement the annual budget as authorized by Covina Municipal Code Section 2.08.160; and

WHEREAS, the total budget appropriations, as adjusted where required, are incorporated herein by reference; and

WHEREAS, the number of appropriated full-time positions shall not change without City Manager approval; and

WHEREAS, the City faces budget constraints, and therefore, the City Manager is authorized to reduce the workforce by not filling certain vacant positions and/or initiating staffing reductions within established guidelines and procedures; and

WHEREAS, there are funds within this budget document that are for specific purposes and appropriations of those funds will comply with accounting principles and governing rules of the funding sources.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA/COVINA PUBLIC FINANCING AUTHORITY/COVINA HOUSING AUTHORITY DO HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The Fiscal Year 2022-23 Budget as presented to the City Council at the May 17, 2022 City Council meeting, as set forth in the May 17, 2021 City Council Agenda Report entitled “Adoption of the Fiscal Year 2022-23 Budget, Fiscal Year 2022-2026 Capital Improvement Program (CIP) and Fiscal Year 2022 CIP Budget” and incorporated herein by reference are hereby approved and adopted as the official municipal budget for the City of Covina (“Fiscal Year 2022-23 Budget”), as summarized in Exhibit A attached hereto.

SECTION 2. Beginning on July 1, 2022, the City Manager is hereby authorized to proceed with the implementation of the programs as set forth in the approved and adopted Fiscal Year 2022-23 Budget, and to transfer any sum of appropriated funds between departments and programs provided they do not cross funds.

SECTION 3. Unexpended appropriations from the Fiscal Year 2021-22 Budget may be carried forward to the next fiscal year provided the funds have been previously encumbered for a specific purpose, or apply to authorized, but uncompleted projects in the City's approved Capital Improvement Program.

SECTION 4. This Resolution shall take effect immediately upon adoption.

SECTION 5. The City Clerk shall certify to the passage and adoption of this Resolution.

APPROVED and PASSED this 17th day of May, 2022.

City of Covina, California

BY: _____
PATRICIA CORTEZ, Mayor

ATTEST:

GEORGIANNA NICOLE ALVAREZ
Chief Deputy City Clerk

CERTIFICATION

I, Georgianna Nicole Alvarez, Chief Deputy City Clerk of the City of Covina, do hereby certify that Resolution CC 2022-53 was duly adopted by the City Council of the City of Covina at a regular meeting held on the 17th day of May, 2022, by the following vote:

AYES: COUNCIL MEMBERS:
NOES: COUNCIL MEMBERS:
ABSTAIN: COUNCIL MEMBERS:
ABSENT: COUNCIL MEMBERS:

Dated:

GEORGIANNA NICOLE ALVAREZ
Chief Deputy City Clerk

RESOLUTION SA 2022-01

A RESOLUTION OF THE SUCCESSOR AGENCY TO THE COVINA REDEVELOPMENT AGENCY OF THE CITY OF COVINA, CALIFORNIA, ADOPTING THE COVINA SUCCESSOR AGENCY ANNUAL BUDGET FOR THE FISCAL YEAR COMMENCING JULY 1, 2022 AND ENDING JUNE 30, 2023

WHEREAS, the Executive Director has, heretofore, presented to the Successor Agency to the Covina Redevelopment Agency the proposed budget for the fiscal year beginning July 1, 2022 and ending June 30, 2023; and

WHEREAS, copies of said proposed budget are on file in the City Clerk's office.

NOW, THEREFORE, THE SUCCESSOR AGENCY TO THE COVINA REDEVELOPMENT AGENCY DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. Said proposed Successor Agency to the Covina Redevelopment Agency budget is hereby adopted as the budget of the Successor Agency for the fiscal year commencing July 1, 2022 and ending June 30, 2023. The Successor Agency budget consists of the estimated and anticipated expenditures and revenues for the fiscal year and as related shall be deemed to be debt of the Successor Agency.

SECTION 2. There are hereby appropriated for obligation and expenditure by the Executive Director the amounts shown for the various funds and accounts separately set forth in the Successor Agency to the Covina Redevelopment Agency proposed budget for fiscal year 2022-2023.

SECTION 3. That the Executive Director shall have the authority to incur obligations and enter into contracts less than Twenty-Five Thousand Dollars (\$25,000.00) without prior written approval of the Agency, provided that such expenditures are consistent with the budget.

SECTION 4. The Agency Secretary shall certify to the passage and adoption of this resolution and shall enter the same in the Book of Original Resolutions.

APPROVED and PASSED this 17th day of May, 2022.

Successor Agency to the Covina
Redevelopment Agency of Covina,
California

BY: _____
PATRICIA CORTEZ, Chair

ATTEST:

GEORGIANNA NICOLE ALVAREZ
Agency Secretary

CERTIFICATION

I, Georgianna Nicole Alvarez, Secretary of the Successor Agency to the Covina Redevelopment Agency, do hereby certify that Resolution SA 2022-01, was duly adopted by the Successor Agency to the Covina Redevelopment Agency at a regular meeting held on the 17th day of June, 2022, by the following vote:

AYES: BOARD MEMBERS:
NOES: BOARD MEMBERS:
ABSTAIN: BOARD MEMBERS:
ABSENT: BOARD MEMBERS:

Dated:

GEORGIANNA NICOLE ALVAREZ
Agency Secretary

RESOLUTION CC 2022-54

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, ADOPTING THE FISCAL YEAR 2023-2027 CAPITAL IMPROVEMENT PROGRAM AND ADOPTING THE FISCAL YEAR 2022-2023 CAPITAL IMPROVEMENT PROGRAM BUDGET

WHEREAS, the City Council has given careful consideration to the Proposed Fiscal Year 2022-2023 CIP Budget; and

WHEREAS, the total budget appropriations, as adjusted where required, are incorporated herein by reference; and

WHEREAS, there are funds within this budget document that are for specific purpose and appropriations of those funds will comply with accounting principles and governing rules of the funding sources; and

WHEREAS, on April 12, 2022, the Covina Planning Commission found the CIP consistent with the City's General Plan in accordance with Government Code Section 65401.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. Adoption of this CIP is categorically exempt from environmental review under the California Environmental Quality Act (CEQA). Pursuant to Section 15262 of the State Guidelines for Implementation of CEQA, a project involving only feasibility or planning studies for possible future actions, which actions the City Council has not approved, adopted, or funded, does not require preparation of an EIR or Negative Declaration, but does require consideration of environmental factors. In reviewing this Program and conducting public hearings on it, the City Council has considered relevant environmental factors. This City Council, as the lead agency for environmental review, pursuant to CEQA and the Guidelines promulgated thereunder (collectively CEQA), has reviewed the scope and nature of this Capital Improvement Program and has concluded that the planning and prioritization process comprising this activity is not a project pursuant to CEQA because it does not order or authorize the commencement of any physical or other activity that would directly or indirectly have a significant effect upon the environment. The Capital Improvement Program merely establishes a listing of priority and allocates funds for the City to commence the necessary planning studies, including review pursuant to CEQA, at a future unspecified date. The future planning studies will be conducted at the earliest possible time so as to ensure thorough review pursuant to CEQA. Recognizing that the protection of the environment is a key factor in the quality of life within the City of Covina and to further the City's strict adherence to both the spirit and letter of the law as regards to CEQA, this City Council has also considered this Capital Improvement Program as if it were a Project pursuant to CEQA. Reviewing this Program as a Project, this City Council concludes the Project would be exempt from review under CEQA, both pursuant to Section 15061(b)(3) and to the categorical exemption set forth in Section 15262 of CEQA. Section 15061(b)(3) would apply because it can be seen with certainty that this prioritizing and fund allocation program cannot and does not have the potential to cause a significant effect on the environment. No physical activity will occur until all required

CEQA review is conducted at the time the physical improvements prioritized in the Program are undertaken. Section 15262 provides a categorical exemption to actions that are feasibility or planning studies related to possible future actions. This Council is aware of and has considered the current and relevant environmental factors as an integral component of the review of this Program. This Council, as lead agency, hereby determines and decides that the exemption provided in both Sections 15061(b)(3) and 15262 apply in the event this is deemed a Project pursuant to CEQA.

SECTION 2. The City Council hereby adopts the Fiscal Year 2023-2027 CIP and the Fiscal Year 2022-2023 CIP Budget, which documents are on file in the office of the City Clerk of the City of Covina, incorporated herein by reference, and hereby appropriates funds in the City of Covina Fiscal Year 2022-2023 CIP Budget, and the City Manager is authorized to implement the same.

SECTION 3. The City Clerk shall certify to the passage and adoption of this resolution and shall enter the same in the Book of Original Resolutions.

APPROVED and PASSED this 17th day of May, 2022.

City of Covina, California

BY: _____
PATRICIA CORTEZ, Mayor

ATTEST:

GEORGIANNA NICOLE ALVAREZ
Chief Deputy City Clerk

CERTIFICATION

I, Georgianna Nicole Alvarez, Chief Deputy City Clerk of the City of Covina, do hereby certify that Resolution CC 2022-54 was duly adopted by the City Council of the City of Covina at a regular meeting held on the 17th day of May, 2022, by the following vote:

AYES: COUNCIL MEMBERS:
NOES: COUNCIL MEMBERS:
ABSTAIN: COUNCIL MEMBERS:
ABSENT: COUNCIL MEMBERS:

Dated:

GEORGIANNA NICOLE ALVAREZ,
Chief Deputy City Clerk

RESOLUTION NO. 2022-005PC

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF COVINA FINDING THAT THE PROPOSED FISCAL YEAR 2023-2027 CITY OF COVINA FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM IS CONSISTENT WITH THE GOALS AND POLICIES OF THE COVINA GENERAL PLAN

WHEREAS, the City of Covina Capital Improvement Program (CIP) is a five-year program adjusted annually that outlines public improvements and estimated expenditures to construct improvements; and

WHEREAS, the proposed CIP is for Fiscal Years 2023-2027 for City Council review and consideration (Attachment A); and

WHEREAS, California Government Code Section 65401 requires the City's Planning Commission to make a determination that the City's annual CIP is in conformance with the City's General Plan; and

WHEREAS, the Planning Commission held a duly noticed public meeting on April 12, 2022, on the proposed CIP for consistency with the Covina General Plan, at which time all persons interested in the proposed CIP had the opportunity and did address the Planning Commission on this matter.

NOW THEREFORE, THE PLANNING COMMISSION OF THE CITY OF COVINA DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The Planning Commission has duly considered the full record before it, which may include but is not limited to such things as the City staff report, testimony by staff and the public, and other materials and evidence submitted or provided to the Commission. Furthermore, the recitals set forth above are found to be true and correct and are incorporated herein by reference.

SECTION 2. The Community Development Department completed an environmental assessment for the project in accordance with the California Environmental Quality Act (CEQA). The CIP was reviewed for conformance with the CEQA and the California Public Resource Code, Division 13. Since the CIP is a public improvement and transportation planning document which identifies areas for possible improvements based on the availability of funding, the approval of the CIP is exempt from the CEQA and the CEQA Guidelines pursuant to CEQA Guidelines Section 15738(b)(4) because the proposed CIP is not a "project" as defined by CEQA but involves the

creation of government funding mechanisms or other government fiscal activities that do not involve any commitment to any specific project that may result in a potentially significant physical impact on the environment. Should a specific improvement identified in the CIP be undertaken, a full environmental analysis of that improvement will be performed in accordance with the requirements of CEQA. The Planning Commission recommends that the City Council of the City of Covina determine based on its own independent judgment, that the proposed CIP for Fiscal Year 2023-2027 is exempt from CEQA.

SECTION 3. The Planning Commission, after considering all the written and oral evidence offered including the staff report and all attachments, further finds and determines that the proposed CIP is consistent with the following goals and policies of the Covina General Plan pursuant to Government Code Section 65103 and 65402:

I. Land Use Element

A. General Land Use Policy C.1.a.2(b)(c)(e)(f)(g). Ensure that major land use change proposals, particularly those regarding vacant schools, utility sites, and other institutional surplus properties, carefully consider many factors, including, but not limited to:

- Street capacity, public facilities, and other infrastructure impacts.
- Effects on the local circulation, public transportation, and regional circulation/transportation networks.
- The provision of services and utilities.
- All relevant environmental and physical constraints and resources.
- Covina's image and character.

B. General Land Use Policy C.1.a.4. Accommodate growth that adequately serves existing and future residents, workers, shoppers, and others while protecting their health, safety, and welfare.

C. General Land Use Policy C.1.a.5. Accommodate growth that is consistent with current general land use patterns, that maintains existing relative land use quantities, and that respects physical and environmental resources and constraints.

D. General Land Use Policy C.1.a.9. Provide for the continuation of existing and development of new or expanded public streets and facilities, storm drains and other infrastructure, parking amenities, and utilities to support the City's land uses and meet all needs.

E. General Land Use Policy C.1.a.15. Monitor land use, traffic, and circulation pressures associated with the Metrolink Commuter Train Station near the downtown and best capitalize on potentially beneficial impacts by adopting strategies such as an “urban village” or livable cities concept, incorporating mixed uses, sufficient businesses, and attractive and functional public and private improvements.

F. General Land Use Policy C.1.a.17. Maintain consistency between the Land Use Element and implementation mechanisms including, but not limited to, the Zoning and Subdivision Ordinances, the Design Guidelines, and the Capital Improvement Program.

G. General Land Use Policy C.1.a.22. Capture all potential benefits resulting from the Metrolink Commuter Train Station, downtown revitalization, Azusa Avenue beautification, and other major programs/efforts.

H. General Land Use Policy C.1.a.27. Address its park/open space deficiency and attempt to mitigate the problem to the greatest extent possible.

I. General Land Use Policy C.2.a.6. Ensure that the overall amount, locations, and timing of development reflect community desires and needs as well as physical and environmental constraints and will not inhibit the City’s ability to meet street capacities and to provide other infrastructure, utilities, and adequate community services.

J. General Land Use Policy C.3.a.9. Encourage that medium to high-density complexes be developed in appropriately designated areas and replace old, deteriorating residential structures.

K. General Land Use Policy C.4.a.3. Consider developing additional parks of all types and sizes at various areas, with an emphasis placed on locating new facilities in the eastern and western portions of the City and in neighborhoods in and around medium-to high-density developments.

L. General Land Use Policy D.1.a.4. Maintain an adequate amount of and distribution of public and quasi-public facilities.

M. General Land Use Policy D.1.a.5 (b)(c)(e)(g). Ensure that major land use change proposals, particularly those regarding vacant schools, utility sites, and other institutional surplus properties, carefully consider many factors, including, but not limited to:

- Street capacity, public facilities, and other infrastructure impacts.

- Effects on the local circulation, public transportation, and regional circulation/transportation networks.
- The provision of services and utilities.
- All relevant environmental and physical constraints and resources.
- Covina's image and character.

N. General Land Use Policy D.1.a.7. Provide for the continuation of existing and development of new or expanded public streets and facilities, storm drains and other infrastructure, parking amenities, and utilities to support the City's land uses and meet all needs.

O. General Land Use Policy D.3.a.9. Pay particular attention to the special needs and character of the downtown and continue appropriate economic revitalization and physical enhancement activities.

P. General Land Use Policy E.1.n. Maintain the downtown area's pedestrian friendly atmosphere as a means of enhancing its social and economic vitality.

Q. General Land Use Policy E.1.q. Attempt to maintain the attractiveness and condition of all streets and public landscaping, particularly major ones and those at key City entry points, public improvements, and public facilities, so that Covina evokes a positive perception by residents, workers, shoppers, passer-by, and others.

R. General Land Use Policy E.1.w. Preserve existing parklands and open space resources and consider developing additional parks of all types and sizes at various areas.

S. General Land Use Policy F.1.i. Ensure that the circulation network and major street widths adequately serve all current and planned residential, commercial, industrial, and institutional uses – or that all future developments not overburden streets and other infrastructure or local services.

T. General Land Use Policy G.1.c. Achieve an adequately designed and functional street system and other infrastructure, including utility and storm drainage systems plus an adequate distribution of public and quasi-public facilities, in accommodating future growth to best maintain the community's visual, economic, and spiritual vitality.

II. Circulation Element

A. General Circulation Policy C.3. Maintain and, where administratively and financially possible, improve the physical condition, structural integrity, design capacity,

utilization, appearance, and/or cleanliness of Covina's public right-of-way and facilities, including, but not limited to, streets, alleys, sidewalks, medians, landscaping, parking areas, and miscellaneous infrastructure.

B. General Circulation Policy C.4. Where necessary and feasible, conduct traffic circulation improvements and congestion mitigation measures, including, but not limited to, traffic signal installation, synchronization, or upgrade, lane restriping or modification, and/or speed limit, stop sign, or street light installation.

C. General Circulation Policy C.6. Handle needed street and related infrastructure and transportation improvements on a realistic, viable, prioritized, systematic, consistent, and cost effective basis and, if possible, from the standpoint of benefiting the greatest number of Covina residents and businesses.

D. General Circulation Policy C.7. Accommodate, where financially, administratively, and technically feasible, needed street and related infrastructure and transportation improvements, among other reasons, to minimize traffic conflicts and hazards as well as liability, to improve vehicular and pedestrian safety, to bolster ongoing code enforcement efforts, and to enhance community appearance, image, and character, social, economic, and recreational vitality, and overall quality of life.

E. General Circulation Policy C.11. Reconcile the need to resolve remaining, major road and infrastructure deficiencies with the need to maintain the maturing community's aging street and circulation networks.

F. General Circulation Policy C.16. Monitor and, where administratively and financially possible, consider expanding the City's bikeways and related facilities in appropriate areas, such as near or linking schools, parks, and major commercial activities and employment centers, for functional as well as recreational uses, in a manner that best meets local conditions and needs.

G. General Circulation Policy C.23. Continue encouraging, where administratively and financially feasible, public transportation-and pedestrian-accommodating enhancements to the infrastructure, including, but not limited to, bus pads and sidewalk and wheelchair ramps.

H. General Circulation Policy D.6. Monitor and attempt to best maintain the functional and design adequacy and parking capacity of the Covina Metrolink Commuter Rail

Station and, where desired and feasible, improve and/or expand the Station and/or related parking to meet local and regional needs.

I. General Circulation Policy D.7. Accommodate the linking of the Covina Metrolink Commuter Rail Station and other public transit depots to feeder transportation, to the greatest extent feasible.

J. General Circulation Policy E.1. Maintain and, where necessary and feasible, consider enhancements to downtown traffic, circulation, parking and overall infrastructure, including, but not limited to, better synchronizing traffic signals, constructing more off-street parking in deficient areas, improving parking lot security/lighting, and better, more clearly linking off-street parking to district businesses through sufficient signage and other strategies.

K. General Circulation Policy E.4. Where appropriate, consider infrastructure and related enhancements to facilitate downtown pedestrian circulation, taking into account safety, lighting, pleasantness, adequacy, and accessibility for the disabled.

L. General Circulation Policy F.1. Ensure, to the greatest extent feasible, through direct or liaison efforts, the continued maintenance and adequacy and, where necessary, improvement of Covina's sewers and sewage disposal systems system to prevent contamination of groundwater and receiving water quality and to accommodate long-term growth and revitalization.

M. General Circulation Policy F.3. Ensure, to the greatest extent feasible, through direct or liaison efforts, the continued maintenance and adequacy and, where necessary, improvements of Covina's storm drain and storm drainage system to prevent or minimize flooding and soil erosion and to accommodate future growth and revitalization.

N. General Circulation Policy F.5. Ensure, to the greatest extent feasible, through direct or liaison efforts, the continued maintenance and adequacy and, where necessary, improvement of Covina's water supply facilities and water distribution system as well as the ability of the water network to meet future growth and revitalization.

O. General Circulation Policy F.6. Ensure, to the greatest extent feasible, through direct or liaison efforts, that all current and future peak period water demands are met and that water pressure and fire flow rates in all areas are adequate.

P. General Circulation Policy G.13. Continue accommodating pedestrian circulation, to the greatest degree possible, in terms of adequately-sized, conveniently located, safe, functional,

unobstructed, and disabled-accessible major-and small-street public sidewalks, public crosswalks, private walkways and access routes, private walkways/access route linkages to public sidewalks, and sufficient connections between public sidewalk and crosswalks.

III. Natural Resources and Open Space Element

A. General Natural Resources and Open Space Policy B.2.h. Provide for landscape improvements to the City's sidewalks, streets, civic properties, and related public spaces and facilities, in accordance with all applicable standards and provisions, for aesthetic and ecological reasons, to the greatest extent possible.

B. General Natural Resources and Open Space Policy B.2.i. Provide for needed landscape improvements to the City's parks and recreational facilities, as described in the Covina Park System Master Plan and other sources, in accordance with all applicable standards and provisions, for aesthetic and ecological reasons, to the greatest extent possible.

C. General Natural Resources and Open Space Policy B.2.j. Encourage the preservation of existing mature street and other public trees in conjunction with all public works projects, except where infeasible and/or unsafe.

D. General Natural Resources and Open Space Policy C.1.i. Whenever possible and feasible, attempt to acquire and improve land for park and recreational uses.

E. General Natural Resources and Open Space Policy C.1.o. Continue to upgrade, enhance, redesign, and/or replace existing parks and recreational areas and appurtenant facilities and amenities to improve overall park use, safety, and/or appearance as well as to maintain community image and vitality, whenever possible.

F. General Natural Resources and Open Space Policy C.5.a. Continue providing for adequate maintenance of the physical condition, operation, cleanliness, and appearance of all parks and recreational facilities and appurtenant amenities, following reasonable, applicable procedures and standards.

IV. Safety Element

A. General Safety Policy B.3.k. Maintain sufficient personnel, equipment, facilities, and resources in the Fire and Police Departments to handle fire incidents.

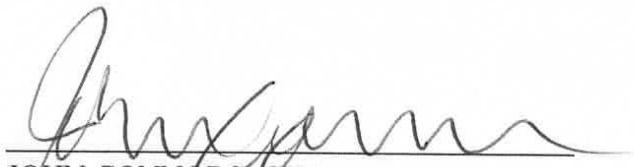
SECTION 4. Based upon the entire record before the Planning Commission, all written and oral evidence presented to the Planning Commission, and the findings made in this Resolution,

the Planning Commission hereby recommends that the City Council adopt the Fiscal Year 2023-2027 City of Covina Five-Year Capital Improvement Program (CIP).

SECTION 5. The Planning Commission hereby directs the Community Development Director to forward a copy of this Resolution to the City Council for their consideration at the next available regular City Council meeting.

SECTION 6. The Secretary shall certify to the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED by members of the Planning Commission of Covina on this 12th day of April, 2022.



JOHN CONNORS, CHAIRMAN
COVINA PLANNING COMMISSION

I hereby certify that the foregoing is a true copy of a resolution adopted by the Planning Commission of the City of Covina at a regular meeting thereof held on the 12th day of April, 2022, by the following vote of the Planning Commission:

AYES: HODAPP, ZERMENO, MCMEEKIN, MANNING

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE



COVINA PLANNING COMMISSION SECRETARY

City History

In 1881, Joseph Swift Phillips rode into the Covina Valley, then referred to as the Azusa Valley. He fell in love with the land and purchased 2,000 acres from the Los Angeles banker, John Hollenbeck. The land was part of the 5,663 acres sold to the Badilla brothers by Charlotte Gray Rowland and her children Victoria and Albert. Phillips sold his interest in a Los Angeles plow factory and moved his family into



the former home of Julian Badilla on the corner of what is now Hollenbeck Avenue and San Bernardino Road. Phillips' land, in a great cove below the San Gabriel Mountains, was filled with wild grape vines. Some writers credit his wife Cornelia for coining the name Covina from cove of vines; others credit Frederick Eaton, the young engineer Phillips hired to survey his property. Eaton named a street in the town site Dexter in honor of their son Joseph Dexter Phillips, who was born on November 16, 1884, while the survey was being made.

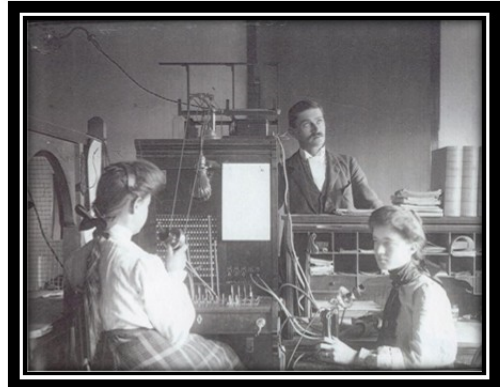
Phillips secured a controlling interest in the Azusa Water Development and Irrigating Company and was appointed superintendent. He completed the tunnel and the ditch which closely paralleled present day Grand Avenue. The seven-mile ditch was cemented and ran to a new cemented ten-million gallon reservoir which was the largest in Southern California at that time.



City History

FY 2022/23 Adopted Budget

In 1886, the first telephone was installed in the Hodges Building located on the south side of Badillo east of the Pioneer Blacksmith Shop. Later, this telephone was moved to Eastman's Store. In 1895, private telephone lines were installed between the Covina Bank and their branch in Azusa, also between the citrus packinghouses in Covina, Glendora, and Azusa. In 1897, the Sunset Telephone placed a switchboard in Isaac Greenlaw's store.



By the next year, Dr. James Reed's office and the homes of Chapman, Kerckhoff, Ruddock, and Mullendore were connected. Service was not good. Calls to Azusa had to be placed through Los Angeles. Business calls were difficult because the line was frequently out of order. Frustrated by poor service, John O. Houser and P. T. Spencer developed plans for a locally financed and operated telephone company, the second in Southern California. The Home Telephone Company started operating on September 4, 1902.



Two teams of workers with 75 teams of horses and mules completed the Southern Pacific tracks and telegraph line to Covina on August 15, 1895.

Work on the tracks began in 1894. A boxcar served as a ticket office until the two-story depot was built. The station master and his family lived on the second floor. When passenger service started, a round-trip ticket to Los Angeles cost \$1.15.

Soon after the first train came to Covina, hundreds of families gathered for a barbecue to celebrate the Southern Pacific's arrival. Tables were decorated with calla lilies and displays of fruit. Ladies wore their best hats. Speeches were given praising those who had worked so hard to bring the railroad to Covina. A concert and a baseball game ended the day.

For its first 16 years, Covina was in the Rowland township. Citizens had to depend upon the township or Los Angeles County for government services. There were two elected township officials: a constable and a justice of the peace.



City History

FY 2022/23 Adopted Budget

The importance of township government diminished in 1901 when Covina incorporated as a city.

The petition for Covina incorporation election was given to the Los Angeles County Board of Supervisors on May 3, 1901. The Election Day was Tuesday, July 30, 1901. Covina officially incorporated on August 6, 1901.

Until 1916, the City Hall was a room in the Reed building. At its first meeting, the Council organized itself into the following committees:

Sanitary, Ordinance and Judiciary, Police and Street, Auditing, Finance and Printing.

- The committee handling streets was instructed to employ a surveyor to start immediately on the project of street improvement.
- The clerk was instructed to secure all necessary office supplies and the marshal was ordered to procure official badges.
- The monthly salary of the City Attorney was placed at \$25 while the clerk received \$15 for his services.
- The marshal was allowed the same fees formerly collected by the constable, depending on the case involved, and in addition was to receive a salary of \$7.50 per month for collecting all licenses.
- After the Board of Trustees passed its first ten ordinances, the Argus reported, "Covina became a city, outlawed gambling, and went dry."

In 1910, a night watchman was hired and according to the Argus, no one knew of his appointment until the jail was full on Monday morning. When automobiles arrived in town, the Board of Trustees appointed a motorcycle officer to chase down speeding cars. His salary was dependent on the number of arrests he made. By 1913, the numerous arrests made for speeding drew a crowd of 500 citizens to the Covina Commercial Club to protest. Because of the protest, the motorcycle officer was placed on a salary of \$125 per month. He had to provide his own motorcycle and pay his expenses.

The most serious threat to Covina in the 1920s was the loss of irrigation water and the periodic floods that washed out groves, bridges, utilities, and flooded packinghouses. An organization called the San Gabriel Valley Protective Association, which was backed by Pasadena, Monrovia, Alhambra, Long Beach, Whittier, and 12 other cities, claimed the San Gabriel River water. They involved the State of California in their claim and the second battle of the San Gabriel River began. Instead of dynamite, the Committee of Nine fought in the courts for over 10 years until a compromise agreement was reached. Morris



City History

FY 2022/23 Adopted Budget

Dam was one of the results of this agreement. It furnished water for Pasadena and stopped the periodic floods in the valley.



In May of 1921, ten acres of Adams Ranch became City Park. A park committee was appointed and their plans included headquarters for the American Legion, an auditorium, and a bandshell. Citizens of Covina voted 417 to 118 to approve the committee's plans which included placing the park on Citrus Avenue across from the high school. However, the City Trustees selected another site, the Adams Ranch property west of 4th Avenue between Badillo Street and San Bernardino Road. In July of 1922, bonds for a plunge in the new park

were approved and by May 1923 it was opened to the public for swimming. A special concert celebrated the plunge reopening in May 1924. After 1927, lights were added to the park so it could be used after sunset.



Miss Melisse Wittler, head of the Los Angeles Methodist Hospital nurses training school; Miss Lavinia Graham, instructor of nurses; and Miss Mary Wittler bought the Bemis home at Second and Badillo and opened a seven-bed hospital. Covina physicians were Doctors J. D. Reed, S. S. Magan, W.P. Magan, and George D. Jennings. The hospital opened with a reception for 200 people arranged by the Covina Woman's Club.

In 1924, a 25-bed addition was added at Fourth Avenue and College Street. The addition was built with a \$25,000 loan from the doctors and other community members. In 1929, the bed capacity was increased to 50. In 1945, the Wittler sisters, who still owned the hospital, transferred ownership to the community. Chamber of Commerce President, Donald Deards, set up a citizen's committee to form a 17-member Board of Trustees. The trustees were empowered to act as a nonprofit corporation. On January 1, 1948, the Inter-Community Hospital officially began. That year, 2,891 patients were admitted and 602 babies were born. By 1952, there were 43 doctors on the medical staff, the original trustees who served without pay were: Mrs. R. W. Cleghorn, Harry Damerel (President), James G. Hodges, Carl P. Miller, Thomas B. Reed, Mrs. Harry G. Upham, Covina; C. A.

City History

FY 2022/23 Adopted Budget

Griffith and Elbert Griffith, Azusa; Gordon E. Knoll and George R. Mayland, Baldwin Park; Herbert C. Warren and Robert H. Weaver, Glendora; George Lower and Mark Gilman, La Puente; Mrs. Kermit Wilson, Charter Oak.

In 1927, the Board of Trustees became a City Council and the President became the Mayor.

The first law enforcement officer in Covina was City Marshal Clarence Allison. The title was changed to Chief of Police in 1927.

In 1933 there was a red-letter day for the Covina Police Department. The Covina Citizen reported, “Brass buttons and shiny leather appeared in dazzling profusion on the streets of Covina Tuesday when Ralph Coolman, Chief of Police, and Scotty MacDonald, paraded for the first time in their newly acquired full dress uniforms of the most modern type; officers styled caps, tunic coats, Sam Browne belts, and a holster belt for revolver and cartridges are included in the assembly.”



Also in 1933, radio patrol cars with a deputy sheriff and a deputy constable patrolled the valley. By June of 1949, Covina's police cars were equipped with two-way radios which allowed them to communicate with headquarters.



City of Covina Policy and Procedure Manual

Policy Name: Fund Balance

Effective Date: June 17th, 2014

Section No: 14.0

Revised Date: N/A

Source: Accounting Policy and Procedure Manual

Review Date:

Authority:

**Responsible
Department:** Finance

Purpose

The City's Fund Balance is the accumulated difference between assets and liabilities within governmental funds. A sufficient fund balance allows the City to meet its contractual obligations, provide funds for new and existing programs established by City Council, mitigate negative revenue implications of federal or state budget actions, mitigate economic downturns, fund disaster or emergency costs, provide funds for cash flow timing discrepancies and fund non-recurring expenses identified as necessary by City Council.

14.0 Policy

I. Governmental Fund Balance Type Definitions

The Governmental Accounting Standards Board (GASB) issued Statement Number 54, "*Fund Balance Reporting and Governmental Fund Type Definitions*" effective for periods after June 15, 2010. The objective of this Statement was to enhance the usefulness of fund balance information by providing clearer fund balance classifications that can be more consistently applied and by clarifying the existing governmental fund type definitions. This Statement establishes limitations on the purposes for which fund balances can be used.

- A. ***Non-spendable Fund Balance*** – Some assets reported in governmental funds may be inherently non-spendable from the vantage point of the current period.
 - 1. Assets that will never convert to cash such as prepaid items or inventories,
 - 2. Assets that will not convert to cash soon enough to affect the current period such as non-financial assets held for resale,
 - 3. Resources that must be maintained intact pursuant to legal or contractual requirements such as capital of a revolving loan fund.
- B. ***Restricted Fund Balance*** – This represents the portion of fund balance that is subject to externally enforceable legal restrictions. Such restrictions are typically imposed by parties altogether outside the City such as creditors, grantors, contributors or other governments. Restrictions can also arise when the authorization to raise revenues is conditioned upon the revenue being used for a particular purpose.
- C. ***Unrestricted Fund Balance***
 - 1. ***Committed Fund Balance*** – This represents the portion of fund balance whose use is constrained by limitations that the City imposes on itself by City Council (highest decision making level) and remains binding unless removed in the same manner.
 - a. Requires action by City Council to commit fund balance.
 - b. Formal City Council action is necessary to impose, remove or modify a constraint reflected in the committed fund balance through resolution or ordinance.

2. ***Assigned Fund Balance*** – This describes the portion of fund balance that reflects the City’s intended use of resources. Intent is expressed by (1) the City Council or (2) a body (for example: a Finance Advisory Committee) or official to which the City Council has delegated through its fund balance policy the authority to assign amounts to be used for specific purposes. Assigned amounts also include all residual amounts in governmental funds (except negative amounts) other than the General Fund, that are not classified as nonspendable, restricted or committed.
3. ***Unassigned Fund Balance*** – this is the residual classification for the General Fund and includes all amounts not contained in the other classifications. Unassigned amounts are technically available for any purpose.

II. General Fund Unrestricted Fund Balance

A top priority goal of the Mayor and Council is to improve the long-term fiscal stability of the City. Revenue projections are conservative and authorized expenditures are closely monitored. In stable economic times, the combination of these two strategies leads to revenue collections higher than actual expenditures.

In years where there are net revenues (actual revenue collections less actual expenditures) available, net revenues are used to first maintain the twenty percent (20%) Committed Emergency Reserve. The City’s policy is to accumulate adequate reserves to protect the City during economic downturns or large scale emergencies. The City also maintains reserves that are required by law or contract and that serve a specific purpose. These types of reserves are considered restricted and are not available for other uses. Within specific funds, additional reserves may be maintained according to adopted policies. Year-end amounts remaining in unassigned fund balance may be used as a funding source in the next budget year.

The Government Finance Officers Association (GFOA) is a professional association of state and local finance officers in the US and Canada whose members are dedicated to the sound management of government financial resources. GFOA recommends that “governments establish a formal policy on the level of unrestricted fund balance that should be maintained in the general fund.

The GFOA recommends, at a minimum, that general-purpose governments, regardless of size, incorporate in its financial policies that unrestricted fund balance in their General Fund be no less than two months of regular General Fund operating revenues or regular General Fund operating expenditures.

The City’s goal for General Fund Reserve – Unrestricted Fund Balance is a minimum of sixty (60) days of operating expenditures. This target excludes the 20% Emergency Reserve.

III. Emergency Reserves

For use in declared emergencies only, the City shall reserve twenty percent (20%) of the current fiscal year budget. “Emergency” is defined to exclude economic conditions, revenue shortfalls, or City salary or fringe benefit increases.

IV. Other Funds

- A. *Enterprise and some Special Revenue Funds* – These reserves provide for unexpected revenue losses or unanticipated expenditures during the year. These reserves will also meet the reserve requirements as set forth in any outstanding bond issuance. A portion of these reserves may be appropriated as part of the annual budget and may be utilized at the end of the fiscal year if necessary.
- B. *Internal Services Funds* – Internal Services Funds are expressly designed to function on a cost reimbursement basis and should not accumulate a significant reserve. A small reserve is appropriate to allow for differences in timing of revenues and expenditures.

V. Use of Fund Balances

Available fund balances shall not be used for ongoing operating expenditures.

CITY OF COVINA
Budget Policy

PURPOSE

The purpose of this policy is to define the principles behind preparing and administering the City's annual financial plan.

ESTIMATED REVENUES

- Estimated revenues will be identified by fund, program and activity
- Fund types include general, special revenue, debt service, capital projects, enterprise, agency and internal service funds
- Identify recurring vs. nonrecurring revenues
- Identify general revenues vs. restricted revenues

APPROPRIATIONS

- Each program will identify activities and the recommended appropriations
- Identify recurring vs. nonrecurring appropriations
- Identify general vs. restricted appropriations
- Continuing appropriations for year-end
 - Encumbrances and contractual commitments
 - Grant, restricted donation and capital project appropriations are considered life-cycle appropriations
 - All other appropriations shall lapse at year-end unless carried forward by City Council action

FUND BALANCES/WORKING CAPITAL

- Budget will calculate available fund balances and/or working capital available in the various funds
- Budget will establish adequate reserves
 - Capital needs
 - Offset economic hard times
 - Stabilize fluctuations in cash flow requirements
 - Emergency situations
- General Fund
 - Minimum of 20% of operating expenses-reserve shall be maintained
 - Excess reserves will be designated for nonrecurring activities or capital improvements
- Internal Service Funds
 - Maintain general liability and worker's compensation reserves based on actuarial recommendations.
 - Maintain sufficient reserves to fund equipment replacement at the end of its useful life

- Enterprise Funds
 - Maintain reserves as recommended by applicable rate studies
- Restricted Funds
 - Reserves can be used for only designated purposes
 - Excess reserves can be designated for recurring and nonrecurring activities or capital improvements depending on the nature of the fund

COMMUNITY NEEDS ASSESSMENT, MONITORING AND REPORTING

- Identifying community needs for essential services
 - Describing the programs required to provide the essential services
 - Identifying the purpose of activities performed in delivering services
 - Identifying resources required to perform program activities and accomplish goals and objectives
- Monitoring standards to measure and evaluate
 - Output and outcomes of program activities
 - Accomplishment of program activities
 - Staffing levels
 - Program activity revenue and appropriations
 - Make budgetary and financial decisions on conservative estimates of revenues, expenditures and other financing sources and uses
 - The greater the uncertainty and/or volatility of the budgetary and financial estimates, the more conservative the estimates

CHANGES IN SERVICE LEVELS

- The base budget is the required appropriation level needed to maintain the previous year's budget service level
- Change in service is the proposed increase or decrease in service level
- Increase in services shall be offset with new revenue or a corresponding decrease in other program services
- Grants shall not have a negative impact on General Fund services
- Future operating grants will not be funded by the General Fund unless there is a new revenue source or decrease in other program services

BUDGET SHALL BE BALANCED

- Ongoing and recurring costs shall be funded with ongoing and recurring revenues
- One-time and nonrecurring costs shall be funded with excess ongoing revenues, available one-time revenues or excess reserves
- One-time or nonrecurring revenues shall not fund ongoing costs
- Current costs shall be recognized and funded in the current year, not deferred or funded in future years whenever possible

- Budget sufficient funding levels to maintain current City services
- The General Fund shall try to maintain a minimum \$100,000 operating contingency for unanticipated events
- Make conscious decisions about cost recovery and/or general tax subsidy of those services that benefit only a portion of the tax paying public
- Formalize a five-year capital improvement program to identify priorities, service levels, funding sources and future impacts of decisions made today.

INFRASTRUCTURE MAINTENANCE

- Identify preventive maintenance of infrastructure to minimize future expenditures
 - Make conscious effort to amortize capital costs
 - Replacing or expanding existing facilities and equipment
 - With respect to equipment, rates shall be established to recover the replacement cost of each item at the end of its useful life
 - Facilities shall be amortized to cover ongoing maintenance and cyclical repairs, and for the replacement or expansion of major structures

EXCEPTIONS

- City Council authorization is required except for:
 - Emergencies
 - Legal requirements
 - Accounting changes and prior period adjustments

IMPLEMENTATION

- The City Manager shall be responsible for the preparation and submission of the budget
- The City Manager shall be authorized to make the appropriate changes to adhere to the budget policy
- Staff shall report to the City Council periodically (quarterly or semi-annually at a minimum) with an update on actual revenues and expenditures as shown in the adopted budget

GLOSSARY OF BUDGET AND FINANCE TERMS

The following explanations of terms are presented to aid in understanding the narrative discussions and illustrations included in this text and the terminology generally used in governmental accounting, auditing, financial reporting and budgeting

ABATEMENT. A complete or partial cancellation of a levy imposed by a government. Abatements usually apply to tax levies, special assessments and service charges.

ACCOUNTABILITY. The state of being obliged to explain one's actions, to justify what one does. Accountability requires governments to answer to the citizenry--to justify the raising of public resources and the purposes for which they are used.

ACCOUNTING SYSTEM. The methods and records established to identify, assemble, analyze, classify, record and report a government's transactions and to maintain accountability for the related assets and liabilities.

ACTIVITY. A specific and distinguishable service performed by one or more organizational components of a government to accomplish a function for which the government is responsible (e.g., police is an activity within the public safety function).

ACTIVITY CLASSIFICATION. Expenditure classification according to the specific type of work performed by organizational units (e.g., sewage treatment and disposal, waste collection, waste disposal and street cleaning are activities performed in carrying out the function of sanitation).

AD VALOREM TAX. A tax based on value (e.g., a property tax).

ANNUAL BUDGET. A budget applicable to a single fiscal year.

ANNUAL FINANCIAL REPORT. A financial report applicable to a single fiscal year.

APPROPRIATED BUDGET. The expenditure authority created by the appropriation bills or ordinances, which are signed into law, and the related estimated revenues. The appropriated budget would include all reserves, transfers, allocations, supplemental appropriations and other legally authorized legislative and executive changes.

APPROPRIATION. A legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation usually is limited in amount and time it may be expended.

APPROPRIATION ACCOUNT. A budgetary account set up to record spending authorizations for specific purposes. The account is credited with the original appropriation and any supplemental appropriations and is charged with expenditures and encumbrances.

APPROPRIATION BILL, ORDINANCE, RESOLUTION or ORDER. A bill, ordinance, resolution or order through which appropriations are given legal effect.

APPROPRIATION LEDGER. A subsidiary ledger containing an account for each appropriation. Each account usually includes the amount originally appropriated, transfers to or from the appropriation, amounts charged against the appropriation, the available balance and other related information.

ASSESSED VALUATION. A valuation set upon real estate or other property by a government as a basis for levying taxes.

ASSET. A probable future economic benefit obtained or controlled by a particular entity as a result of past transactions or events.

AUDIT. A systematic collection of the sufficient, competent evidential matter needed to attest to the fairness of management's assertions in the financial statements or to evaluate whether management has effectively carried out its responsibilities. The auditor obtains this evidential matter through inspection, observation, inquiries and confirmations with third parties.

AUDITOR'S REPORT. In the context of a financial audit, a statement by the auditor describing the scope of the audit and the auditing standards applied in the examination, and setting forth the auditor's opinion on the fairness of presentation of the financial information in conformity with GAAP or some other comprehensive basis of accounting.

BALANCE SHEET. The financial statement disclosing the assets, liabilities and equity of an entity at a specified date in conformity with GAAP.

BASIS OF ACCOUNTING. A term used to refer to when revenues, expenditures, expenses, and transfers-- and the related assets and liabilities-- are recognized in the accounts and reported in the financial statements. Specifically, it relates to the timing of the measurements made, regardless of the nature of the measurement, on either the cash or the accrual method.

BOND. Most often, a written promise to pay a specified sum of money (called the face value or principal amount), at a specified date or dates in the future, called the maturity date(s), together with periodic interest at a specified rate. Sometimes, however, all or a substantial portion of the interest is included in the face value of the security. The difference between a note and a bond is that the latter is issued for a longer period and requires greater legal formality.

BUDGET. A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. Used

without any modifier, the term usually indicates a financial plan for a single fiscal year. The term "budget" is used in two senses in practice. Sometimes it designates the financial plan presented to the appropriating governing body for adoption, and sometimes, the plan finally approved by that body.

BUDGETARY ACCOUNTS. Accounts used to enter the formally adopted annual operating budget into the general ledger as part of the management control technique of formal budgetary integration.

BUDGETARY COMPARISONS. Statements or schedules presenting comparisons between approved budgetary amounts (as amended) and actual results of operation on the budgetary basis.

BUDGETARY CONTROL. The control or management of a government or enterprise in accordance with an approved budget to keep expenditures within the limitations of available appropriations and available revenues.

BUDGET DOCUMENT. The instrument used by the budget-making authority to present a comprehensive financial program to the appropriating governing body. The budget document usually consists of three parts. The first part contains a message from the budget-making authority, together with a summary of the proposed expenditures and the means of financing them. The second consists of schedules supporting the summary. These schedules show in detail the past years' actual revenues, expenditures and other data used in making the estimates. The third part is composed of drafts of the appropriation, revenue and borrowing measures necessary to put the budget into effect.

BUDGET-GAAP BASIS DIFFERENCES. Differences arising from the use of a basis of accounting for budgetary purposes that differs from the basis of accounting applicable to the fund type when reporting on operations in conformity with GAAP. For example, a cash-

basis budget would produce a budget-GAAP basis difference.

BUDGET-GAAP PERSPECTIVE DIFFERENCES. Differences that result when the structure of financial information for budgetary purposes is not compatible with the fund structure prescribed by GAAP (i.e., some governments budget on the basis of organizational or program structures that differ from the funds used for financial reporting purposes).

BUDGET-GAAP TIMING DIFFERENCES. Variations such as continuing appropriations, project appropriations, automatic re-appropriations and biennial budgeting that separate budgetary accounting from GAAP.

BUDGET MESSAGE. A general discussion of the proposed budget as presented in writing by the budget-making authority to the legislative body. The budget message should contain an explanation of the principal budget items, an outline of government's experience during the past period and its financial status at the time of the message and recommendations regarding the financial policy for the coming period.

CAPITAL BUDGET. A plan of proposed capital outlays and the means of financing them.

CAPITAL EXPENDITURES. Expenditures resulting in the acquisition of or addition to the government's general fixed assets.

CAPITAL GRANTS. Grants restricted by the grantor for the acquisition and/or construction of fixed assets.

CAPITAL IMPROVEMENT SPECIAL ASSESSMENTS. Special assessments projects that are capital in nature and enhance the utility, accessibility or aesthetic value of the affected properties. Usually, the projects also provide improvements or additions to a government's general fixed assets or infrastructure. Typical special assessment capital improvements are streets, sidewalks, parking facilities and curbs

and gutters. Sometimes the improvements provide capital assets that become an integral part of a government's enterprise activities (e.g., water or sewer main construction).

CAPITAL LEASE. An agreement that conveys the right to use property, plant or equipment, usually for a stated period of time, that meets one or more of the criteria set forth in SFAS No. 13 for lease capitalization.

CAPITAL PROGRAM. A plan for capital expenditures to be incurred each year over a fixed period of years to meet capital needs arising from the long-term work program or other capital needs. It sets forth each project or other contemplated expenditure in which the government is to have a part and specifies the resources estimated to be available to finance the projected expenditures.

CODING. A system of numbering or otherwise designating accounts, entries, invoices, vouchers, etc., in such a manner that the symbol used reveals quickly certain required information.

COMPENSATED ABSENCES. Absences, such as vacation, illness and holidays, for which it is expected employees will be paid. The term does not encompass severance or termination pay, postretirement benefits, deferred compensation or other long-term fringe benefits, such as group insurance and long-term disability pay.

CONTINUING APPROPRIATION. An appropriation that once established, is automatically renewed without further legislative action, period after period, until altered or revoked. The term should not be confused with *intermediate appropriations*.

CONTROL ACCOUNT. An account in the general ledger in which is recorded the aggregate of debit and credit postings to a number of related accounts called subsidiary accounts (e.g., taxes receivable is a control account supported by the aggregate of individual

balances in individual property taxpayers' subsidiary accounts).

CURRENT. As applied to budgeting and accounting, designates the operations of the present fiscal period as opposed to past or future periods. It usually connotes items likely to be used or converted into cash within one year.

DEBT. An obligation resulting from the borrowing of money or from the purchase of goods and services. Debts of governments include bonds, time warrants and notes.

DEBT PROCEEDS. The difference between the face amount of debt and the issuance discount or the sum of the face amount and the issuance premium. Debt proceeds differ from cash receipts to the extent issuance costs, such as underwriters' fees, are withheld by the underwriter.

DEFEASANCE. The legal release of a debtor from being the primary obligor under the debt, either by the counts or by the creditor. Also referred to as a legal defeasance.

DEFERRED COMPENSATION PLANS. Plans that offer employees the opportunity to defer receipt of a portion of their salary and the related liability for federal income taxes. Several sections of the Internal Revenue Code authorize certain state and local governments to provide deferred compensation plan for their employees.

DEFERRED MAINTENANCE. The act of not performing (deferring) maintenance at the time it should have been, or was scheduled to be, performed. Maintenance in this context means more than routine preventive maintenance and repairs. It also includes replacement of parts, periodic road resurfacing and other activities needed to maintain the fixed asset at its originally contemplated serviceability for its originally estimated life.

DEFERRED REVENUE. Amounts for which asset recognition criteria have been met, but for

which revenue recognition criteria have not been met. Under the modified accrual basis of accounting, amounts that are measurable but not available are one example of deferred revenue.

DEFICIT. (1) The excess of the liabilities of a fund over its assets. (2) The excess of expenditures over revenues during an accounting period or, in the case of proprietary funds, the excess of expenses over revenues during an accounting period.

DEPRECIATION. (1) Expiration in the service life of fixed assets, other than wasting assets, attributable to wear and tear, deterioration, action of the physical elements, inadequacy and obsolescence. (2) The portion of the cost of a fixed asset, other than a wasting asset, charged as an expense during a particular period. In accounting for depreciation, the cost of a fixed asset, less any salvage value, is prorated over the estimated service life of such an asset, and each period is charged with a portion of such cost. Through this process, the entire cost of the asset is ultimately charged off as an expense.

ENCUMBRANCES. Commitments related to unperformed (executory) contracts for goods or services. Used in budgeting, encumbrances are not GAAP expenditures or liabilities, but represents the estimated amount of expenditures ultimately to result if unperformed contracts in process are completed.

ENTERPRISE FUND. (1) A fund established to account for operations financed and operated in a manner similar to private business enterprise (e.g. water, gas, and electric utilities; airports; parking garage; or transit systems). In this case the governing body intends that cost (i.e., expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. (2) A fund established because the governing body has decided that periodic determination of revenues earned, expenses incurred and/or net income is appropriate for capital maintenance, public

policy, management control, accountability or other purposes.

ENTITLEMENT. The amount of payment to which a state or local government is entitled pursuant to an allocation formula contained in applicable statutes.

EXPENDITURES. Decreases in net financial resources. Expenditures include correct operating expenses requiring the present or future use of net current assets, debt service and capital outlays, and intergovernmental grants, entitlements and shared revenues.

EXPENSES. Outflows or other using up of assets or incurrences of liabilities (or a combination of both) from delivering or producing goods, rendering services or carrying out other activities that constitute the entity's ongoing major or central operations.

FINANCIAL RESOURCES. Cash and other assets that, in the normal course of operations, will become cash.

FISCAL YEAR. A 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations.

FIXED BUDGET. A budget setting forth dollar amounts that are not subject to change based on the volume of goods or services to be provided.

FLEXIBLE BUDGET. A budget whose dollar amounts vary according to the volume of goods or services to be provided.

FLOW OF CURRENT FINANCIAL RESOURCES. A measurement focus that recognizes the net effect of transactions on current financial resources by recording accruals for those revenues and expenditure transactions which have occurred by year end that are normally expected to result in cash receipt or disbursement early enough in the following year

either (a) to provide financial resources to liquidate liabilities recorded in the fund at year end or (b) to require the use of available expendable financial resources reported at year end.

FLOW OF ECONOMIC RESOURCES. The measurement focus used in the commercial model and in proprietary and similar trust funds to measure economic resources, the claims to those economic resources and the effects of transactions, events and circumstances that change economic resources and claims to those resources. This focus includes depreciation of fixed assets, deferral of unearned revenues and prepaid expenses, and amortization of the resulting liabilities and assets. Under this measurement focus, all assets and liabilities are reported on the balance sheet, whether current or non-current. Also, the accrual basis of accounting is used, with the result that operating statements report expense rather than expenditures.

FLOW OF FINANCIAL RESOURCES MEASUREMENTS. A new measurement focus proposed for governmental funds in the GASB's exposure draft *Measurement Focus and Basis of Accounting-Governmental Funds* (December 1987). It is a measure of the extent to which financial resources obtained during a period are sufficient to cover claims incurred during that period against financial resources, and the net financial resources available for future periods. This is accomplished by measuring the increases and decreases in net financial resources and the balances of and claims against financial resources using an accrual basis of accounting. This definition uses the term "financial resources" in a way that differs from its current use. In this instance, the term means cash, claims to cash (e.g., accounts and taxes receivable), and claims to goods or services (e.g., prepaid items) obtained or controlled as a result of past transactions or events.

FORMAL BUDGETARY INTEGRATION. The management control technique through

which the annual operating budget is recorded in the general ledger through the use of budgetary accounts. It is intended to facilitate control over revenues and expenditures during the year.

FRANCHISE. A special privilege granted by a government permitting the continued use of public property, such as city streets, and usually involving the elements of monopoly and regulation.

FUNCTION. A group of related activities aimed at accomplishing a major service or regulatory program for which a government is responsible (e.g., public safety).

FUNCTIONAL CLASSIFICATION. Expenditure classification according to the principal purposes for which expenditures are made (e.g. public safety).

FUND. A fiscal and accounting entity with a self-balancing set of accounts in which cash and other financial resources, all related liabilities and residual equities, or balances, and changes therein, are recorded and segregated to carry on specific activities or attain certain objectives in accordance with special regulations, restrictions or limitations.

FUND BALANCE. The difference between fund assets and fund liabilities of governmental and similar trust funds.

FUND BALANCE-RESERVED FOR ADVANCE TO OTHER FUNDS. An account used to segregate a portion of fund balance to indicate that noncurrent portions of long-term interfund receivable do not represent expendable available financial resources.

FUND BALANCE-RESERVED FOR DEBT SERVICE. An account used to segregate a portion of fund balance for resources legally restricted to the payment of general long-term debt principal and interest maturing in future years.

FUND BALANCE-RESERVED FOR ENCUMBRANCES. An account used to segregate a portion of fund balance for expenditures upon vendor performance.

FUND BALANCE-RESERVED FOR ENDOWMENTS. An account used to indicate that trust fund balance amounts representing endowment principal are legally restricted.

FUND BALANCE-RESERVED FOR FIXED ASSETS HELD FOR RESALE. An account used to segregate a portion of fund balance to indicate that fixed assets held for resale do not represent expendable available financial resources.

FUND BALANCE-RESERVED FOR INVENTORIES. An account used to segregate a portion of fund balance to indicate that, under the purchases method, inventories of supplies do not represent expendable available financial resources even though they are a component of not current assets.

FUND BALANCE-RESERVED FOR NONCURRENT LOANS RECEIVABLE. An account used to segregate a portion of fund balance to indicate that noncurrent portions of long-term loans receivable do not represent expendable available financial resources.

FUND BALANCE-RESERVED FOR PREPAID ITEMS. An account used to segregate a portion of fund balance to indicate that prepaid items do not represent expendable available financial resources even though they are a component of net current assets.

FUND TYPE. Any one of seven categories into which all funds are classified in governmental accounting. The seven fund types are: general, special revenue, debt service, capital projects, enterprise, internal service, and trust and agency.

GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP). Uniform minimum standards and guidelines for financial accounting and reporting. They govern the form

and content of the financial statements of an entity. GAAP encompass the conventions, rules and procedures necessary to define accepted accounting practice at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. GAAP provide a standard by which to measure financial presentations. The primary authoritative body on the application of GAAP is state and local governments is the GASB.

GOVERNMENTAL FUND TYPES. Funds used to account for the acquisition, use and balances of expendable financial resources and the related current liabilities—except those accounted for in proprietary funds and fiduciary funds. In essence, these funds are accounting segregation of financial resources. Expendable assets are assigned to a particular governmental fund type according to the purposes for which they may or must be used. Current liabilities are assigned to the fund type from which they are to be paid. The difference between the assets and liabilities of governmental fund types is referred to as fund balance. The measurement focus in these fund types is on the determination of financial position and changes in financial position (sources, uses and balances of financial resources), rather than on net income determination. The statement of revenues, expenditures and changes in fund balance is the primary governmental fund type operating statement. It may be supported or supplemented by more detailed schedules of revenues, expenditures, transfers and other changes in fund balance. Under current GAAP, there are four governmental fund types: general, special revenue, debt service and capital projects.

GOVERNMENTAL-TYPE ACTIVITIES. Those activities of a government that are carried out primarily to provide services to citizens and that are financed primarily through taxes and intergovernmental grants.

GRANTS. Contributions or gifts of cash or other assets from another government to be used or expended for a specified purpose, activity or facility.

INFRASTRUCTURE ASSETS. Public domain fixed assets such as roads, bridges, curbs and gutters, streets and sidewalks, drainage systems, lighting systems and similar assets that are immovable and of value only to the government unit.

INTERFUND TRANSACTIONS.

Transactions between funds of the same government reporting entity. They include (1) quasi-external transactions, (2) reimbursements, (3) residual equity transfers, (4) operating transfers and (5) interfund loans.

INTERFUND TRANSFERS. All interfund transactions except loans, quasi-external transactions and reimbursements. Transfers can be classified as belonging to one of two major categories: residual equity transfers or operating transfers.

INTERGOVERNMENTAL REVENUE.

Revenues from other governments in the form of grants, entitlements, shared revenues or payments in lieu of taxes.

INTERNAL SERVICE FUND. A fund used to account for the financing of goods or services provided by one department or agency to other department or agencies of a government or to other governments, on a cost-reimbursement basis.

LEVEL OF BUDGETARY CONTROL. One of the three possible levels of budgetary control and authority to which organizations, programs, activities and functions may be subject. These levels of budgetary control are (a) appropriated budget, (b) legally authorized nonappropriated budget review and approval process, which is outside the appropriated budget process or (c) nonbudgeted financial activities, which are not subject to the appropriated budget and the appropriation process or to any legally authorized nonappropriated budget review and approval process, but still are relevant for sound financial management an oversight.

LEVY. (1) (Verb) To impose taxes, special assessments or service charges for the support of government activities. (2) (Noun) The total amount of taxes, special assessments or service charges imposed by a government.

MEASUREMENT FOCUS. The accounting convention that determines (1) which assets and which liabilities are included on a government's balance sheet and where they are reported there, and (2) whether an operating statement presents information on the flow of financial resources (revenues and expenditures) or information on the flow of economic resources (revenues and expenses).

NET INCOME. Proprietary fund excess of operating revenues, nonoperating revenues and operating transfers in over operating expenses, nonoperating expense and operating transfers out.

NONAPPROPRIATED BUDGET. A financial plan for an organization program, activity or function approval in a manner authorized by constitution, charter, statute or ordinance but not subject to appropriation and therefore, outside the boundaries of the definition of appropriated budget.

NONEXPENDABLE TRUST FUND. A trust fund, the principal of which may not be expended. Nonexpendable trust funds are accounted for in essentially the same manner as proprietary funds.

NONOPERATING EXPENSES. Proprietary fund expenses not directly related to the fund's primary activities (e.g., interest).

NONOPERATING REVENUES. Proprietary fund revenues incidental to, or byproducts of, the fund's primary activities.

OBJECT. As used in expenditure classification, applies to the article purchased or the service obtained, rather than to the purpose for which the article or service was purchased or obtained (e.g. personal services, contractual services, material and supplies).

OBJECT CLASS. Expenditure classification according to the types of items purchased or services obtained (e.g. personal services, materials, supplies and equipment).

OPERATING BUDGET. Plans of current expenditures and the proposed means of financing them. The annual operating budget (or, in the case of some state governments, the biennial operating budget) is the primary means by which most of the financing, acquisition, spending and service delivery activities of a government are controlled. The use of annual operating budgets is usually required by law. Even when not required by law, however, annual operating budgets are essential to sound financial management and should be adopted by every government.

OPERATING EXPENSES. Proprietary fund expenses related directly to the fund's primary activities.

OPERATION GRANTS. Grants that are restricted by the grantor to operating purposes or that may be used for either capital or operating purposes at the discretion of the grantee.

OPERATING INCOME. The excess of proprietary fund operating revenues over operation expenses.

OPERATING REVENUES. Proprietary fund revenues directly related to the fund's primary activities. They consist primarily of user charges for goods and services.

OPERATING TRANSFERS. All interfund transfers other than residual equity transfers (e.g. legally authorized transfers from a fund receiving revenue to the fund through which the resources are to be expended).

ORDINANCE. A formal legislative enactment by the governing body of a municipality. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the

boundaries of the municipality to which it applies. The difference between an ordinance and a resolution is that the latter requires less legal formality and has a lower legal status. Ordinarily, the statutes or charter will specify or imply those legislative actions that must be by ordinance and those that may be by resolution. Revenue-raising measures, such as the imposition of taxes, special assessments and service charges, universally require ordinances.

ORGANIZATIONAL UNIT. A responsibility center within a government.

ORGANIZATIONAL-UNIT CLASSIFICATION.

Expenditure classification according to responsibility centers within a government's organizational structure. Classification of expenditures by organizational unit is essential to fulfilling stewardship responsibility for individual government resources.

OTHER FINANCING SOURCES. Governmental fund general long-term debt proceeds, amounts equal to the present value of minimum lease payments arising from capital leases, proceeds from the sale of general fixed assets, and operating transfers in. Such amounts are classified separately from revenues on the governmental operating statement.

OTHER FINANCING USES. Governmental fund operating transfers out and the amount of refunding bond proceeds deposited with the escrow agent. Such amounts are classified separately from expenditures on the governmental operating statement.

PAY-AS-YOU-GO BASIS. In the context of pension accounting and risk management, the failure to finance retirement obligations or anticipated losses on a current basis, using an acceptable actuarial funding method.

PERFORMANCE BUDGET. A budget that bases expenditures primarily upon measurable performance of activities and work programs. A performance budget may also incorporate other

bases of expenditure classification, such as charter and object class, but these are secondary to activity performance.

PLEDGED REVENUES. Funds generated from revenues and obligated to debt service or to meet other obligations specified by the bond contract.

PREPAID ITEMS. Payment in advance of the receipt of goods and services in an exchange transaction. Prepaid items (e.g. prepaid rent and unexpired insurance premiums) differ from deferred charges (e.g. unamortized issuance costs) in that they are spread over a shorter period of time than deferred charges and are regularly recurring costs of operations.

RETAINED EARNINGS. An equity account reflecting the accumulated earning of an enterprise or internal service fund.

RETAINED EARNINGS—RESERVED FOR REVENUE BOND CURRENT DEBT SERVICE. An account used to segregate a portion of retained earnings, in accordance with the terms of a revenue bond indenture, for amounts that should be accumulated in such a restricted asset account less current liabilities for revenue bond principal and interest.

RETAINED EARNINGS—RESERVED FOR REVENUE BOND OPERATIONS AND MAINTENANCE. An account used to segregate a portion of retained earnings in accordance with the terms of a revenue bond indenture, for amounts that should be accumulated in such a restricted asset account..

RETAINED EARNINGS—RESERVED FOR REVENUE BOND RENEWAL AND REPLACEMENT. An account used to segregate a portion of retained earnings in accordance with the terms of a revenue bond indenture, for amounts that should be accumulated in such a restricted asset account.

REVENUES. (1) Increases in the net current assets of a governmental fund type from other

than expenditure refunds and residual equity transfers. Also, general long-term debt proceeds and operating transfers in are classified as “other financing sources” rather than as revenues. (2) Increases in the net total assets of a proprietary fund type from other than expense refunds, capital contributions and residual equity transfers. Also, operating transfers in are classified separately from revenues.

REVOLVING FUND. (1) An internal service fund. (2) An imprest account accounted for as an asset of a fund.

RISK MANAGEMENT. All the ways and means used to avoid accidental loss or to reduce its consequences if it does occur.

SELF-INSURANCE. A term often used to describe the retention by an entity of a risk of loss arising out of the ownership of property or from some other cause, instead of transferring that risk to an independent third party through the purchase of an insurance policy. It is sometimes accompanied by the setting aside of assets to fund any related losses. Because no insurance is involved, the term self-insurance is a misnomer.

SERVICE ASSESSMENTS. Special assessment projects for operating activities that do not result in the purchases or construction of fixed assets. Often such service assessments are for services that are normally provided to the public as general government functions and that would otherwise be financed by the general fund or a special revenue fund. Those services include street lighting, street cleaning and snow plowing. Financing for these routine services typically comes from general revenues. However, when routine services are extended to property owners outside the normal service area of the government or are provided at a higher level or at more frequent intervals than that provided the general public, special assessments are sometimes levied. Only the affected property owners are charged for the additional services.

SHARED REVENUES. Revenues levied by one government but shared on a predetermined basis, often in proportion to the amount collected at the local level, with another government or class of governments.

SINGLE AUDIT. An audit performed in accordance with the Single Audit Act of 1984 and Office of Management and Budget (OMB) Circular A-128, *Audits of State and Local Governments*. The Single Audit Act allows or requires governments (depending on the amount of federal assistance received) to have one audit performed to meet the needs of all federal grantor agencies.

SPECIAL ASSESSMENT. A compulsory levy made against certain properties to defray all or part of the cost of a specific capital improvement or service deemed to benefit primarily those properties.

SPECIAL ASSESSMENT ROLL. The official list showing the amount of special assessments levied against each property presumed to be benefited by an improvement or service.

SPECIAL DISTRICT. An independent unit of local government organized to perform a single government function or a restricted number of related functions. Special districts usually have the power to incur debt and levy taxes; however, certain types of special districts are entirely dependent upon enterprise earnings and cannot impose taxes. Examples of special districts are water districts, drainage districts, flood control districts, hospital districts, fire protection districts, transit authorities, port authorities and electric power authorities.

SPECIAL REVENUE FUND. A fund used to account for the proceeds of specific revenue sources (other than expendable trust or major capital projects) that are legally restricted to expenditure for specified purposes. GAAP only require the use of special revenue funds when legally mandated.

TAXES. Compulsory charges levied by a government to finance services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits, such as special assessments. Neither does the term include charges for services rendered only to those paying such charges (e.g. sewer service charges).

TRUST AND AGENCY FUND. One of the seven fund types in governmental account.

TRUST FUNDS. Funds used to account for assets held by a government in a trustee capacity for individuals, private organizations, other governments and/or other funds.